



We are currently seeking an energetic administrative support professional for an **Executive Administrator** opening in the office of our Co-Presidents. This position will fulfill the daily administrative tasks that keep this office functioning smoothly and also be the primary administrative liaison for a variety of external relations activities.

Essential Functions

Administrative Support

- As the first point of contact with the Co-Presidents' office, this person must have the ability to interact with every constituency on or off campus as they call or visit the Co-Presidents' office in a manner that reflects professionalism and a good "customer service" ethos.
- Exercises vigilance in securing confidential information.
- Manages the communication flow in and out of the Co-Presidents' Office, including collection of daily mail, fielding of and proper direction of phone calls and e-mails, and independently handling of routine written correspondence.
- Reviews and appropriately refers or resolves problems directed to the Co-Presidents.
- Schedules meetings on behalf of the Co-Presidents and manages the calendars of the Co-Presidents to ensure timely preparation for all meetings, events, travel, and in-office work.
- Provides meeting planning/support for a variety of meetings, including but not limited to room scheduling, preparation/dissemination of executive agendas and other materials, invite management, student participation, taking meeting minutes, etc.
- Assists in the proof reading and final preparation of reports, speeches, presentations, correspondence, and other executive communication.
- Ensures budget oversight and good financial records keeping for the Co-Presidents' budget; Gathers expense receipts and prepares monthly purchase card (Pcard) packet for Co-Presidents' signature; Prepares expense reimbursement requests, purchase order requisitions, and work orders as necessary.
- Assist with VP administrative support as needed.

Board of Trustee Support

- Serves as the Co-Presidents' primary liaison to the Board of Trustees and the initial point of contact for trustees.
- Ensures accurate records are kept of all Board deliberations and decisions.
- Oversees logistical planning for all Board meetings and retreats.
- Sets dates for meetings of the Board of Trustees (typically one year in advance) in consultation with the Co-Presidents and the Chair of the Board.
- Prepares full Board of Trustees meeting minutes.
- Serves as staff for both the Governance Committee and the Committee on Trustees, including the scheduling of meetings and the preparation of agendas, meeting packets, and meeting minutes.
- Maintains records of assignment by committee and by trustee.
- Coordinates all social functions of the Board.
- Assists with trustee inquiries and new trustee orientations.

External Relations

- Develops and maintains a working knowledge of college personnel/department functions, key donors, and community partners; Liaises with faculty and staff to identify students for inclusion in meetings, visits, events attended by the Co-Presidents.
- Pro-actively schedules Co-Presidents for priority development visits ensuring adherence to feasibility audit and provides prepared materials in advance of visit; Ensures post-visit contact memos are updated in timely manner; Ensures follow up activities are appropriately monitored/tracked.

- Maintain day-to-day stewardship, including but not limited to, ensuring thank you card envelopes are prepared pre-visit and are completed/mailed promptly post-visit.
- Coordinates all travel logistics for the Co-Presidents including, but not limited to, travel arrangements (airfare/rental car/hotel), visit itinerary, etc.
- Plans and oversees presidential events, coordinating event staffing as needed.
- Liaises with the staff in College Relations responsible for coordinating, arranging, and organizing meetings for the Co-Presidents to assure effective use of the Co-Presidents' time.
- Liaises with Events staff with regards to College-wide events such as the Scholarship Gala and Commencement, among others.
- Coordinates (or assists with coordinating) special projects (e.g., consultant visits, out of town guests, etc.)

Additional Functions

- Manages special projects assigned by the Co-Presidents; Supports and assists senior administrators with selected projects when advised by the Co-President.
- Coordinate necessary College website updates for both the Co-Presidents' office page with Marketing & Communications staff.
- Perform other duties as assigned or needed.

Knowledge, Skills, and Abilities

- Must maintain strict confidentiality.
- Excellent communication skills.
- Ability to identify and implement creative solutions to complex problems.

Qualifications

- Bachelor's degree required.
- Minimum two years' administrative support experience; experience in a similar executive support position preferred.
- Proficient with Microsoft Office applications and internet.
- Ability to learn a variety of software programs quickly.
- Ability to maintain and keep current electronic filing system.
- Strong organizational, oral and written communication skills.
- Excellent interpersonal skills.
- Ability to work non-traditional hours such as weekends, evenings.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately; applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.