

Posted: 03/8/2018

Salary range: \$49,500.00 - \$55,000.00

Start date: Monday, May 14, 2018



The College of Idaho invites applications for an **Executive Assistant to the Presidents**. The Executive Assistant to the Presidents serves as the Presidents' primary liaison with the Board of Trustees; oversee coordination of the Presidents' schedule; serve as the lead administrator in scheduling and coordinating a variety of Presidential events; ensure budget oversight and good financial record keeping for the Presidents' budget.

### **Essential Functions**

#### **Public Relations and Development**

- As this person will be the first contact with the President's office, this person must have the ability to interact with every constituency on or off campus as they call or visit the President's Office in a manner that reflects professionalism and a good "customer service" ethos.
- Reviews and appropriately refers or resolves problems directed to the Presidents.
- Assists in the proof reading and final preparation of reports, speeches, presentations, correspondence, and other executive communication.
- Prepares executive agendas for a variety of meetings.
- Assists the Presidents in managing travel commitments and logistical arrangements.
- Manages special projects assigned by the Presidents.

#### **Board of Trustee Support**

- Serves as the 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 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.

#### **Office Communication, Event Planning, and Calendar Management**

- Plan and oversee presidential events, including all events at the President's House. Providing event staffing as needed.
- Liaises with the staff in College Relations responsible for coordinating, arranging, and organizing meetings for the Presidents to assure effective use of the Presidents' time.
- Liaises with Events staff with regards to College-wide events such as the Scholarship Gala and Commencement, among others.
- Manages the communication flow in and out of the Presidents' Office, including fielding of and proper direction of phone calls, e-mails, and written correspondence.
- Coordinates as directed by the Presidents with assistants in vice presidential offices to assure that deadlines are met in responding to crucial filings in legal matters, reports to government agencies, reports to accrediting bodies, and the like.

- Exercises vigilance in securing confidential information.
- Coordinates (or assists with coordinating) special projects (e.g., consultant's visits, out of town guests, etc.)

### **Additional Functions**

- Ensures budget oversight and good financial records keeping for the Presidents' budget.
- Prepares expense reimbursement requests, purchase order requisitions, and work orders as necessary.
- Supports and assists senior administrators with selected projects when advised by the President.
- Coordinate necessary College website updates for both the President's Office page and the Board of Trustee page with Marketing & Communications staff.
- Establishes and maintains a repository of campus-wide policies with a delineation of the authority by which they were approved, dates of approval, and dates of amendment.
- 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' experience in an executive assistant or similar executive support position.
- 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.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

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.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin March 30, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu).

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