



JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE PRESIDENT AND SECRETARY TO THE BOARD OF TRUSTEES

Purpose:

The Executive Assistant to the President and Secretary to the Board of Trustees oversees and ensures the smooth operation of the President's Office in accomplishing the necessary tasks and activities related to the office. This position reports to the President in relating to the Board of Trustees of Union Presbyterian Seminary in the capacity of Secretary to the Board.

Responsibilities and Duties:

- Oversees the day-to-day operations of the office while remaining mindful of the overall goals, scheduling and planning needs of the institution and how those needs may directly pertain to the President's Office.
- Oversees or prepares written correspondence to and from the President.
- Works with and relates well to institutional department heads, support staff, faculty, trustees, alumni/ae, students, and donors.
- Works with all outside requests and all institutional offices to maintain the President's calendar and manage all of the scheduling and traveling arrangements for the President.
- Coordinates all necessary preparations for meetings of the Executive Staff of the president. Attends, oversees, and coordinates the logistics of the meetings, records and prepares all minutes, and provides appropriate follow up at the conclusion of each meeting.
- Creates and maintains online Blackboard course for the Executive Staff of the President.

As Secretary to the Board this individual:

- Works with the President and Chair of the Board, to develop a board meeting schedule and agenda.
- Coordinates all necessary preparations for board meetings.
- Attends, oversees, and coordinates the logistics of the meetings, records and prepares all minutes, and provides appropriate follow up at the conclusion of each meeting.
- Maintains a permanent record of board minutes.
- Works in partnership with the President as liaison to the trustees.
- Works with vendors in coordinating all housing and arranging or providing food services for Board meetings, Board committees, and other events and meetings of the President.

Additional duties:

- Schedules committee meetings on behalf of the President and Chair of the Board.
- Creates and maintains online Blackboard courses for those committees and for the Board of Trustees.
- Gathers and posts Annual Book of Reports, maintains and updates information for Accreditation Compliance, archives documents as needed of trustee records and president's official documents, minutes, and other information.

Knowledge and Skills:

- A minimum of five (5) years' secretarial and administrative experience
- Bachelor's degree preferred
- Advanced computer skills
- Proficiency with Microsoft Office
- Above-average communication, language, and writing skills are required.
- Experience in Blackboard preferred.
- Experience in video conferencing and audio conferencing.
- Ability to work well with others and manage multiple projects, often under pressure, is essential.
- Accuracy and an ability to complete projects in a timely fashion are required.
- Possess current Notary Public license or obtain one within 6 months of hire
- Mature individual who is comfortable working in a faith environment and who exercises appropriate judgment and discretion.
- Possess personality and demeanor to create a professional and welcoming atmosphere in the President's Office.

Working Conditions:

- Office environment, normal working hours are Monday through Friday 8:00am-4:30pm
- Some out of town and overnight travel for meetings is required
- Additional work hours required during Board Meetings

This is a regular, full-time, non-exempt, support staff position with benefits on the Richmond Campus.

Revised March 2023