

# GORDON COLLEGE

## *Position Description*

**Title: Executive Assistant to the President**

**Function:** Under the supervision of the President provides administrative and professional support to the president; serves as the President's Office representative to campus visitors and internal constituents; manages, edits, and prepares presidential communication, including internal and external correspondence and campus communications; coordinates the President's schedule, travel, and contacts; plans and assists presidential events and hospitality. Plans presidential events and social activities. Serves as a liaison between the president's office and a variety of internal and external constituents, determining priority and urgency of various requests.

**Description of Duties and Tasks:**

1. Assumes responsibility for the President's schedule, maintaining a high degree of warmth and professionalism in coordinating complex scheduling details. Proactively anticipates scheduling challenges, reconfirms all appointments (external), and prepares (or coordinates the preparation of) briefing materials for the President's schedule.
2. Manages and coordinates the President's travel, including booking flights, rental cars, hotel accommodations and schedules for travel.
3. Manages and coordinates travel and communication for the Coordinator of Presidential Hospitality.
4. Serves as the initial and primary point of contact for phone calls and communication to the Office of the President. Assists the President in maintaining contact with various constituencies of the College.
5. Handles highly sensitive matters involving College business and presidential-level materials with discretion and tact. Assumes responsibility for maintaining confidentiality and discretion for the Office of the President.
6. Receives and welcomes guests and visitors to the President's Office, and assures all are properly hosted and directed, responding when appropriate. Serves as the primary liaison for campus visitors to the President's Office.
7. Assists with Presidential email and written communications. Manages letters, agendas, stewardship notes and other communications that come from the President.
8. Acts as the primary liaison for the President's Office to Advancement and Admissions in scheduling and planning for Presidential involvement with donors and prospective students and their families.
9. Coordinates social activities and special recognitions within the President's Office and among senior leadership. These include holiday parties, birthday and special occasion recognitions, and occasional celebrations.

10. Along with the Executive Coordinator for the Office of the President and Board of Trustees, coordinates the President's pastoral care responsibilities for the Gordon community, including recognitions (notes, gifts, visits) for employees, donors, speakers, and Trustees, as well as major personal events (marriages, deaths, births, sickness) for members of the Gordon community.
11. Working with the President and other President's Office staff, plans, facilitates, and coordinates all details of on and off-campus special events hosted by the President.
12. Coordinates online orders of materials (such as books and gifts) and other items as requested. Responsible for maintaining the gift inventory and bringing suggestions for new gifts to purchase for the office.
13. Maintains office services by organizing office policies and procedures, supervises the maintenance and inventory of all supplies, supervises the maintenance of office equipment, including copier, and is responsible for office supply procurement.
14. Performs accounting functions by reconciling credit card statements, processing reimbursements, paying all invoices, and interfaces with the Controller's office to provide all necessary documentation as needed.
15. Provides support for matters related to the Board of Trustees, including orientation, meeting schedules and preparation of meeting agendas, supporting materials, reports and minutes.
16. Provides support for matters related to the Presidential Fellows program, including cohort meeting planning, onboarding and annual trip planning.
17. Other duties as assigned by the President.

**Required Knowledge, Skills and Abilities:**

To perform fully the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished with or without reasonable accommodation, using some combination of skills and abilities.

1. Bachelor's degree required and significant work experience is preferred.
2. Demonstrates warmth and Christian hospitality to all as an extension of the President and the leadership of Gordon College. Professional appearance and demeanor including experience in meeting senior leaders and the public and interacting with students, faculty, staff, and donors with warmth, tact, dignity and effectiveness. Creativity and resourcefulness; ability to take initiative and flexibility in responding to evolving priorities.
3. Superior interpersonal, verbal and written communication skills, including ability to draft communications from the President. High degree of stylistic effectiveness and grammatical accuracy in written abilities.
4. Awareness and knowledge of the objectives, working style and habits of the President; ability to anticipate needs for information and administrative support.

5. Analytical and problem-solving abilities, especially applied to complicated interpersonal or personnel matters.
6. Confident leadership for dealing with a variety of high intensity personalities and projects.
7. Clear recognition of the significance of confidentiality in day-to-day activities; ability to exercise discretion, integrity, and judgment in dealing with sensitive issues.
8. High levels of competence with Microsoft Office (Word, Excel, PowerPoint, Outlook), calendar programs and Internet usage.

Position Code: PRE-EXAST

Grade: 5

FLSA Status: Exempt

Hiring Range: \$50,000 - \$65,000

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God.