



## Executive Assistant to the President

### New England's top Christian college is seeking an Executive Assistant to the President.

As the Executive Assistant to the President, you play a pivotal role in representing Gordon College to campus visitors, partners, and internal constituents. You are passionate about sharing the mission of Gordon through exceptional hospitality with everyone that interacts with the President's Office. You are highly motivated to support the office of the President with accuracy, professionalism, and excellence in administrative work.

Does this describe you? We want to talk to you!

At Gordon College, we believe students should be equipped to flourish in an uncertain and changing world. Here, career-focused academics blend with a life-giving faith community to prepare students to make a difference in the world with hope and confidence. When you work at Gordon, you join in this critical mission alongside colleagues defined by a commitment to excellence and to Christ.

### Your Role at a Glance:

**Reports to:** President

**Department:** Office of the President

**FLSA Status:** Full-time Exempt

**Location:** In-person

**Benefits:**

- Health, Dental and Vision insurance
- Generous Paid time off and 12 paid holidays a year
- Free access to the Bennett Athletic Center on campus
- Life insurance
- Relocation assistance
- Retirement plan
- Tuition remission for employees, spouses and dependents
- 50% discount on food and beverages at any Dining Services location

**Summary:** As the Executive Assistant to the President, you will work with the President and other colleagues in the Office of the President to provide administrative and professional support to the president. Serves as the President's Office representative to campus visitors and internal constituents; manages communication on behalf of the President; coordinates the President's schedule and travel and plans and assists with presidential events and hospitality.

**Questions:** Contact [HR@gordon.edu](mailto:HR@gordon.edu) | p: 978-867-4240

### Your Essential Responsibilities will include:

1. Responsible for the President's schedule
2. Primary point of contact for phone calls and communication with the Office of the President

**Mission Statement:** *Gordon College strives to graduate men and women distinguished by intellectual maturity and Christian character, committed to lives of service and prepared for leadership worldwide.*

3. Responsible for coordination travel for the President
4. Receives and welcomes visitors to the office
5. Coordinates social activities, special events and recognitions working with the President and President's Office staff
6. Provides administrative support needed for the optimal functioning of the Office

### **You Bring These Skills, Knowledge and Abilities:**

You love what you do and want to collaborate and grow with a team that is passionate about creating an environment where employees and students can thrive. Additionally, you have:

1. Demonstrate warmth and Christian hospitality in all that you do.
2. Superior interpersonal, verbal and written communication skills.
3. Analytical and problem-solving abilities, especially applied to complicated interpersonal or personnel matters.
4. Confident leadership for dealing with a variety of high intensity personalities and projects.
5. Clear recognition of the significance of confidentiality in day-to-day activities and the ability to exercise discretion, integrity, and judgement in dealing with sensitive issues. High levels of competence with Microsoft Office (Word/Excel/PowerPoint/Outlook)
6. Ability to travel domestically and internationally, including having a valid passport.
7. Bachelor's degree required and significant work experience preferred.

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

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