

Job Title:**Executive Assistant to the Provost****Job Description:**

The Executive Assistant to the Provost relieves the Provost of operational and administrative details and performs administrative functions that require a thorough knowledge of University policies, procedures, and operations and an understanding of the University's role within the community. The Executive Assistant to the Provost exercises initiative and independent judgment in managing the Provost's schedule and the office's daily activities.

Reports to:**Provost****Classification:****Full-time, Exempt****Essential Duties:**

- Facilitates the efficient utilization of the Provost's time through development and coordination of a complex calendar of appointments, meetings, and University and community functions with individuals and groups.
- Promotes a positive image of the University by greeting and receiving visitors to the Provost's office, responding to inquiries from diverse University publics (e.g., students, parents, faculty, staff, alumni, and public and private officials), providing authoritative information regarding University policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response.
- Serves as a liaison between the Provost and other University administrators, faculty, staff, students, and the various publics served by the University by communicating and/or interpreting policy, decisions, and documents issued by University, gathering information and providing information to the Provost, and representing the Provost's Office on select committees.
- Prepares typed reports, memorandums, and meeting minutes with a high level of accuracy and efficiency.
- Supports the accreditation process by proofreading, editing, and distributing reports.
- Safeguards the confidentiality of University administration by exercising discretion in communicating information to faculty, students, staff and the various publics served by the University and in handling administrative records, file, and similar confidential items.
- Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.
- Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.
- Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.

- Manages the department budget and keeps vigilant record of expenditures in accordance with the business office policies and procedures.
- Performs records management of a complex filing system by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

- Bachelor's Degree required, preferably in a business-related field or higher education
- At least five years of increasingly responsible secretarial or administrative experience required;
- Excellent oral, written, and communication skills;
- A precise command of grammar, punctuation, spelling, and the correct usage of the English language;
- Ability to consistently multitask while accurately attending to detail;
- Computer literacy is required and includes keyboarding ability and proficiency with word processing, spreadsheets, and presentation software;
- Excellent organizational skills;
- Ability to work independently, use initiative, and make substantive decisions quickly;
- A record of inclusive conduct and evidence of multicultural skills in the workplace is preferred.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **EXECUTIVE ASSISTANT TO THE PROVOST** in the subject field of the email.