POSITION DESCRIPTION

TITLE: Executive Associate to the President – (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee’s membership in an employee organization incompatible with the employee’s duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary’s College as defined by the Board of Trustees of St. Mary’s College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting to the President of St. Mary’s College of Maryland, the Executive Associate to the President supports the president with administrative and complex secretarial support. One of the primary duties will involve the preparation of presentations to be used by the president for such activities as Board of Trustee meetings, lectures, informal talks, etc., and is responsible for completion of specific projects as assigned. This position requires excellent organizational abilities, expertise with various software applications, attention to detail, excellent written and verbal communication skills, and the ability to use judgment and tact. Works with minimal instruction or supervision in a highly confidential setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Provides strategic input to maximize effectiveness of President’s schedule.
- Composes various oral and written communications; drafts, proofreads and revises correspondence for the President.
- Accompanies the President to internal and external meetings and events.
- Ensures that the President is properly prepared and supported for all meetings and events through long-range planning, staff coordination, and daily diligence.
• Occasionally represents the President at various internal and external events.

• Available to coordinate and execute projects, events and visits as requested by the President.

• Works closely with the Liaison to the Board of Trustees to implement logistics for Board of Trustees orientations, meetings, and retreats and to vet all materials to be sent to the Board.

**MINIMUM QUALIFICATIONS:**

• Education: Bachelor’s degree, Master’s preferred.

• Experience: Five year minimum administrative experience in a fast paced, multi-faceted office.

• Excellent verbal and written communication skills.

• Excellent organizational and time management skills.

• Expertise with various software applications, especially Microsoft Office Suite.

• Ability to work independently.

• Ability to collaborate and work productively with other College employees, including the Senior Leadership of the College.

• Must be efficient, tactful, courteous and confidential.

• Ability to work with members of the Board of Trustees, with Executive State, Local and Education Officials, the College community and the general public is essential.

• Attention to detail is essential.

• Available during non-traditional work hours.

• Personable and poised.

• High-level of professionalism required.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.