



Executive Assistant to the President

Graduate Theological Union – Berkeley, CA

GTU is seeking an experienced professional with initiative, discretion, and superior administrative skills to support the President and other executive leaders, such as the VP for Advancement. The ideal candidate can work well independently, has exceptional communication skills (verbal and written), and combines excellent attention to detail with ability to understand the broader picture of the institution and consortium. The Executive Assistant should welcome opportunities to develop new areas of expertise and be able to manage simultaneous priorities. The Executive Assistant will promote and model GTU's core values.

Located in Berkeley, California, the Graduate Theological Union (GTU) is the largest and most diverse partnership of seminaries and graduate schools in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. Since its founding in 1962, the GTU has produced thousands of alumni who teach at eminent universities and seminaries, minister to a broad range of congregations, and work in a variety of arenas – cultural, economic, religious, and political – to achieve the greatest good.

Essential Responsibilities

- Maintains appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel, and tracking expense records.
- Takes charge of all routine email/telephone correspondence and independently determines whether the personal attention of the President is required.
- Manages other email and voicemail as requested.
- Manages the office of the President, including maintaining filing systems, office supplies, processing invoices, etc.
- Prepares President for meetings by providing pertinent materials for quick briefings.
- Facilitates high-level communications by drafting, composing and distributing correspondence.
- Performs note taking and minute taking duties for several Board and other committees. Tracks action items from meetings, correspondence, emails, and other sources.
- Plans and coordinates Board meetings, executive events/meetings, and special events.
- Tracks expenses for President, Board and others as assigned.
- Assists with research projects.
- Provides support to the President, Board of Trustees, and Board committees, with meeting and material preparation.
- Coordinates with Executive Team members to execute special projects as needed.
- Coordinates and completes various reports (i.e.: ATS) and surveys for the institution.
- Site administrator for Board Effect, the Board platform.
- Maintains and updates the Trustee Handbook.
- Manages student assistants.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other duties as assigned.



Skills, Experience & Education Needed For Success

- Minimum of 5 years' experience supporting C-Level executives
- Ability to maintain a comprehensive awareness of the organization to better respond to inquiries
- Exceptional verbal communication skills, with ability to communicate in a tactfully assertive manner
- Exemplary interpersonal skills, with ability to interact effectively with all levels of the organization
- Works well under tight deadlines; responding quickly to rapidly changing demands in a fast-paced environment
- Exceptional ability to prioritize assigned tasks, solve issues as they arise and anticipate the President's work needs
- Superior organizational skills and great follow through
- Incredibly detail oriented
- Demonstrated ability to compose correspondence and documents, which often require an understanding of specific subject matter, standards and/or procedural guidelines
- Strong scheduling, calendar management and expense report management
- Can exercise excellent judgment and diplomacy in all interactions, using discretion in all matters while maintaining confidentiality
- Flexible and able to quickly react to last minute changes
- Superior travel coordination skills
- Proficiency with the MS Office Suite (Word, Excel, PowerPoint, Access, Outlook) and Social Media
- Knowledgeable about planning and organizing events
- Hustle and Attitude - Ten steps ahead of the President, anticipating every move in order to help conserve time and drive efficiency. Willing to do whatever it takes to get the job done with a consistently positive outlook and attitude
- Creative problem-solver, proactive & self-motivated, with the ability to take direction
- Proven ability to establish solid connections to build successful relationships
- A helpful demeanor, focused on customer service
- Ability to relate collegially, cooperatively and effectively in a multi- cultural and diverse context
- Some supervisory experience
- Ability to hit the ground running and take charge of the position
- Flexibility in schedule to provide assistance outside of normal business hours, if needed
- Sense of humor is helpful
- Bachelor's degree preferred

Application Process

A letter of interest, resume, and the names of three professional references should be submitted to personnel@gtu.edu.

Review of applications will begin immediately and continue until the position is filled. For more details, visit www.gtu.edu/about/employment.

The Graduate Theological Union is an Equal Opportunity Employer