POSITION DESCRIPTION

POSITION TITLE: Executive Assistant to the Dean and Administrative Assistant, Academic Affairs
DEPARTMENT: Academic Affairs
SUPERVISOR: GTU Dean
STATUS: Full-time, Non-exempt

PRIMARY POSITION PURPOSE: Provide administrative support to the GTU Dean and assistance to the operational needs of Academic Affairs

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1) Attend meetings and prepare minutes in a timely fashion; this includes at least two standing meetings per month, with several other quarterly meetings. These meetings may take place virtually or in the GTU Board Room.
2) Send email communications on behalf of the Dean.
3) Assist the Dean with phone and email inquiries.
4) Update the Dean’s calendar, including in-person meetings, Zoom meetings, scheduled phone calls.
5) Prepare and send a monthly e-newsletter, including sending requests for content, designing and formatting, writing, and proofreading.
6) Coordinate events, both remote and on campus, for the Dean’s Office including but not limited to the Distinguished Faculty Lecture, Borsch-Rast book prize lecture, Surgit Singh lecture, and the Dean’s Welcome Reception.
7) Assist with Academic Affairs events and programs, both remote and on campus.
8) Process applications for visiting scholars.
9) Manage the consortial faculty list of the GTU and the consortial faculty directory on the GTU website.
10) Assist with GTU embedded certificate programs.
11) Assist the Associate Dean of students with remote defense scheduling and communications.
12) Other duties and projects as assigned.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Education & Experience:
- BA degree
- Experience with digital design (e.g., Adobe Creative Cloud)

Skills & Abilities:
- Excellent customer service, interpersonal, and administrative skills.
- Excellent written communication.
- Adhere to confidentiality policies and protocols.
- Effectively manage multiple projects and priorities with accuracy and attention to detail.
- Highly dependable, punctual, and organized. Flexibility and patience a must.
- Take direction, then complete tasks with minimal supervision.
- English language verbal and written communication skills; ability to proofread own work and that of others.
- Experience with Zoom and other on-line presentation platforms
- High level of computer competency in MS Word, Excel, databases, and design software.
**Special Requirements:** evening work is required occasionally

**Physical Requirements:**
Lifting - Ability to lift up to 25 lbs.
Carrying - ability to carry 15 lbs.
Bending - ability to bend/stoop as needed.
Squatting - ability to squat sometimes.
Vision - Close vision required to read documents and work equipment, distance vision required to see projector screen.
Hearing - Ability to hear verbal communication and to carry on conversations.
Speech - Clear speech is required to interact with others as an essential part of the job.
Pushing/Pulling – Ability to push/pull desk and filing cabinet drawers and hand cart with equipment.
Sitting – Ability to sit at a desk while working on a computer.
Manual dexterity - Ability to use computers and equipment.
Transportation - Personal transportation necessary to run errands necessary to carry out principal duties.
Travel – incumbent may be required to travel beyond the GTU campus area.

**Work Environment:**
Work is indoors, with 2-3 days on campus and the remainder of the week work-from-home. There will be frequent contact with students, faculty, staff, and visitors. The noise level is moderate. No extreme temperatures are present. The work environment during events varies depending on the venue.