

Executive Assistant for Academic Affairs

Simpson College is now accepting applications for the position of Executive Assistant for Academic Affairs. We are especially interested in candidates who will contribute to a campus climate that supports diversity, equity, and inclusion. The Executive Assistant provides daily management of the Office of Academic Affairs through a comprehensive range of support services to ensure the overall efficiency of the Office. The position manages administrative needs to ensure that the Senior Vice President and Academic Dean's time is effectively allocated and needs for information and materials are effectively met. The position requires excellent skills in organization, communication, and project management. The Executive Assistant serves as the first line of communication with multiple audiences both internally and externally. High levels of independence and confidentiality are required.

Duties and responsibilities include:

- Manage all Academic Affairs faculty files and provide support to the Faculty Personnel Committee
- Maintain faculty information in the College's database and generate reports
- Manage Academic Affairs budgets and review and update monthly spending
- Effectively and expeditiously triage incoming work, correspondence and appointments, prioritizing the urgent, items to be delegated and items to table
- Manage the time and priorities of the Academic Dean, supplying research, documents, and information as needed
- Work closely with the Office of Marketing and Strategic Communications to create correspondence and reports aligned with brand guidelines
- Build and maintain processes and workflow across a diverse portfolio of programs, committees, and departments on behalf of the Academic Dean
- Serve as Secretary to the Learning Programs Committee of the Board of Trustees
- Attend five academic committee meetings and act as Secretary to each — creating invitations, providing agendas and publishing minutes in a timely manner
- Plan and coordinate special events in cooperation with the Office of Marketing and Strategic Communication for Academic Affairs (Fall Convocation, December Commencement and Honors Convocation, and the annual faculty awards process)
- Maintain the web and portal sites for Academic Affairs, as well as assigned faculty committee sites
- Maintain Academic Affairs calendar
- General administrative duties as assigned

Skills, knowledge, and abilities required include:

- Excellent project-management and problem-solving skills
- Exceptional written and oral communication, including high capacity for reading, proofing, and editing reports and documents
- Advanced Microsoft Office (Word, PowerPoint, Excel, Outlook) knowledge
- Facility with project-management tools and platforms, Basecamp preferred
- Experience working with databases
- Ability to learn College software programs for data collection and reporting
- Ability to manage multiple projects simultaneously and prioritize in order of importance or time sensitivity

- Transcription skills
- Uphold a strict level of confidentiality
- Ability to exercise independent judgment in situations requiring immediate attention
- A minimum of an associate's degree with four years of relevant work experience; Bachelor's degree preferred

To apply, please send a letter of application, resume, and three professional references to Human Resources, Simpson College, 701 North C Street, Indianola, IA 50125 or by e-mail to employment@simpson.edu. Review of applications will begin immediately and continue until the position is filled.

Simpson College does not unlawfully discriminate and aims to employ persons of various backgrounds and experiences to help constitute a diverse community. We are particularly interested in receiving applications from members of underrepresented groups. You will find the entire EOE statement at <http://simpson.edu/employment-opportunities/>. Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals from diverse backgrounds. Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history.