



Position Description Executive Assistant to the President

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this position is:

- Applications will be taken until position is filled.
- Interviews will begin when qualified applicants are identified and continue until the position is filled.
- The expected start date is July 10, 2023.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Executive Assistant to the President

POSITION'S OPERATING GROUP: President's Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the President's office is to identify and achieve the University's vision and goals thus ensuring the University's long-term success and survival. Major responsibilities include: 1) identifying and articulating the University's long- and short-term vision and goals, 2) ensuring the development of the strategic and tactical plans necessary for the University to achieve its vision and goals, 3) ensuring the identification and selection of the people needed to effectively and efficiently execute the strategic and tactical plans of the University, and 4) broadening and enhancing the resources and reputation of the University in order to ensure the University's continued success. The President Serves as the chief executive officer of the university and the main liaison between the Board of Trustees and the administration of the university.

POSITION'S DEPARTMENT: President's Office

POSITION'S DIRECT SUPERVISOR: President and CEO

POSITION'S PRIMARY DUTY: To provide advanced executive and administrative support for the President and CEO of Kansas Wesleyan University by the performance of office or non-manual work directly related to the management or general business operations of the Office of the President, the university, and KWU customers. Also supports the Board of Trustees.

DATES POSITION LAST REVIEWED OR ANALYZED: January 2023, revised by Executive Assistant, reviewed by President and CEO.

POSITION'S EMPLOYMENT STATUS: Full-Time, 12-month, Salary/Exempt (Administrative Professional Exemption), At-Will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: The Executive Assistant to the President (EAP) works independently to provide complex and confidential support requiring discretion and judgment in matters of significance. The primary duties and responsibilities involve the oversight of executive office operations and Board of Trustees support. Typical responsibilities include coordinating the President's calendar; arranging meetings and events; assisting in budget preparation; recording Board minutes, arranging travel, and assisting students, staff, and the public; and, representing the President's office on committees and at meetings.

POSITION WORKS WITH: Faculty, staff, students, administrative offices, trustees, and community partners.

POSITION STAFF AUTHORITY: None.

POSITION'S BUDGET AUTHORITY: Monitors President's Office budget and Board of Trustees/Strategic Planning budget.

POSITION'S PHYSICAL WORKING CONDITIONS: Must be able to perform essential functions of this position; 85% office environment, 10% campus environment, 5% community environment. Job requires standing, sitting, stooping, filing, keyboarding/typing, seeing, hearing, walking and other similar motions and activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S WORK SCHEDULE: Flexible schedule. Requires some evening and/or weekend work.

POSITION'S TRAVEL REQUIREMENTS: Minimal – for (regional and local) meetings and collaboration meetings with community partners.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

1. Executive Support (50% of time)

- The EAP position is distinguished from other support positions by its responsibility for providing high-level support to the President and Board of Trustees. Assignments require a high degree of confidentiality and involve interactions with multiple levels of staff and contacts outside the area of assignment/campus.
- Completes a broad variety of administrative tasks for the President including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is often confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the President's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the President's time and office, which involves significant discretion.
- Communicates directly, and on behalf of the President, with Board members, donors, and others, on matters related to the President's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrates leadership to maintain credibility, trust, and support with senior management staff.
- Takes a proactive approach to assure that all material prepared for action by the President is complete and accurate, coordinated and in proper format.
- Works closely and effectively with the President to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Manages a variety of special projects for the President, some of which may have organizational effect.

- Coordinates with the Advancement Office on all aspects of planning for special events under auspices of the President's Office.
 - Ensures completion and submission of any compliance reports from the President's Office according to set deadlines.
 - Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the President's ability to effectively lead the institution.
 - Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
 - Maintains confidential files and records for the Office of the President.
 - Tracks President's Office budget and Board of Trustees budget expenditures, which includes reconciling monthly statements for accounts.
 - Identifies and recommends improvements for administrative procedures and/or makes evaluative judgments in implementing changes as appropriate to administrative procedures.
- 2. Board of Trustees Support and Liaison (20% of time)**
- Serves as the President's administrative liaison to Kansas Wesleyan's Board of Trustees.
 - Serves as Recording Secretary for Board of Trustees
 - Maintains discretion and confidentiality in relationships with all board members.
 - Acts as the custodian of records for all official Board of Trustee business documents; establishes and maintains clerical processes and procedures for the Board of Trustees.
 - Provides professional-level support to individual trustees, as directed by the President, on matters such as orientation on the Trustee role, best practices in matters of governance, and KWU Board policies.
 - Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format, and maintaining current information posted on the trustee web portal.
 - Arranges physical facilities for Board of Trustees meetings on/off campus; schedules, plans, organizes, and executes the Board of Trustees' meetings, retreats, and special events.
 - Maintains information document for transition of one chairperson to the next.
 - Coordinates and assists with orientation for new Board members.
 - Creates, updates, and publishes the annual Board of Trustees Operations Manual.
 - Creates, publishes, and electronically transmits Board meeting agendas, packets, minutes, membership books, orientation books, and legal notices.
 - Updates Board policies and procedures as needed: research best practices in policy and procedure development; works with President to construct policy and procedure recommendations to the Board.
 - Works with the President and Committee on Trustees Chair to monitor and update the annual Dashboard KPIs for the Board of Trustees.
 - Assists board members with travel arrangements, lodging, and meal planning as needed.
 - Provides administrative support, as needed, to Board of Trustees for prospective/new trustees.
 - Attends all meetings of the Board of Trustees and standing committee meetings as requested by the President.
 - Secures any gifts or recognition items for trustees each year.
- 3. Senior Management Liaison (3% of time)**
- Participates as an adjunct member of the President's Council [executive team] including assisting in scheduling regular meetings, and attending meetings as requested by the President.
 - Coordinates all aspects of and attends planning days [retreats] for President's Council 2-4 times a year.
 - Assists in coordinating the agenda of senior management team and individual direct-report meetings.
 - Facilitates cross-divisional coordination of travel and outreach plans.
- 4. Communications, Partnerships, and Outreach (2% of time)**
- Ensures that the President's bio is kept updated and responds to requests for materials regarding the President and the organization in general.

- Edits and completes first drafts for written communications to external stakeholders.
- Make arrangements for legislators, dignitaries, potential employees, etc. visiting our campus and welcomes them on behalf of the President.
- Serves as facilitator and coordinator for the KWU administrative support team.

5. Strategic Initiatives (15% of time)

- Assists President by working with the Strategic Planning team in coordinating the ongoing initiatives for current strategic action plan; maintains the current activity status of the strategic action plan – distributing and posting as appropriate.
- Works with the President to develop, monitor, update the Dashboard KPIs for the President’s Office and the President’s Council.
- Works with Advancement Office to follow up on contacts made by the President and supports the cultivation of ongoing relationships, and in the processing of acknowledgement letters from the President to donors.

POSITION’S OTHER DUTIES (10% of time)

- Serves on university committees: Institutional Direction Committee, and the Special Events Committee.
- Serves as a mentor and support to new administrative assistants and office managers.
- KWU identifies all personnel as “responsible employees” pertaining to Title IX regulations and both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
- **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION’S SUPERVISOR.**

POSITION QUALIFICATIONS

EDUCATION

- **MINIMUM REQUIRED**
 - Bachelor’s degree
- **PREFERRED**
 - Professional development such as workshops and seminars focusing on customer service, office management, project management and board liaison work.
 - Employee training for HR matters, higher education, strategic planning, accreditation, and compliance.

CERTIFICATIONS AND LICENSES

- **MINIMUM REQUIRED**
 - None
- **PREFERRED**
 - Certifications or completed coursework on administrative software are recommended.

WORK EXPERIENCE

- **MINIMUM REQUIRED**
 - Strong work tenure: six or more years of progressively responsible administrative support experience supporting executives, preferably in a non-profit organization.
 - Six years of experience in office administration or project management.
 - High level of skill for composing, editing, proofreading, formatting letters, correspondence, reports, and other written materials.
 - Familiarity with online calendars and cloud systems.
- **PREFERRED**
 - Experience with planning and coordinating events and activities.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
 - Commitment to the philosophy of private higher education and the mission of the University.
 - Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
 - High level of effectiveness in using Word, Excel, Power Point, Outlook, Adobe Acrobat, and database systems.
 - Enthusiasm and positive attitude toward creating a caring, student-centered environment.
 - Extremely well organized with excellent follow-through ability and polished presentation skills.
 - Demonstrated ability to maintain confidentiality.
- PREFERRED
 - Experience with working with diverse academic, cultural and ethnic backgrounds of college students, faculty, and staff
 - Demonstrated ability to create and organize effective, efficient, and to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.