



**JOB TITLE:** EXECUTIVE ASSISTANT TO PRESIDENT  
**LOCATION:** WASHINGTON, DC  
**REPORTS TO:** CHIEF OF STAFF AND AAU PRESIDENT  
**FLSA STATUS:** EXEMPT

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**SUMMARY:** The Executive Assistant (EA) provides executive, committee, and development support for the Chief of Staff and the AAU President. The EA is responsible for maintaining a working knowledge of association issues to answer inquiries, respond to internal and external requests, and provide comprehensive administrative support. Tasks include calendar management, scheduling, e-mail monitoring, and follow-up action management.

The EA also provides logistical and coordinating support for the AAU Board, the Presidents/Chancellors, the Membership Committee, and staffs the Chief Academic Officers (CAO) constituent group.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following (these are listed in order of priority). Other duties may be assigned by the president.

- Plans and manages president's and COS's schedules using independent knowledge of the president's and organizational priorities: coordinates internally and externally, prioritizes time strategically, and ensures schedules are followed and respected; resolves meeting conflicts; schedules telephone calls, conference calls, and webinars; anticipates schedule conflicts, preparation and travel time, and other similar events which might impact schedule; uses AAU's online reservation system to schedule use of conference rooms.
- Keeps COS informed of items that arise throughout the day: uses judgment to suggest solutions and or/opportunities; manages and ensures appropriate and timely follow up on internal and external requests for information or action/ maintain a "to do" list and meets regularly with COS to manage and determine priorities.
- Schedules and coordinates the President's travel arrangements, which includes requesting priority meetings with individuals and companies, developing itineraries and handling logistics, and assembling of travel packets with briefings and other background materials; prepares travel expense forms for reimbursement.
- Drafts, prepares, and distributes correspondence and documents on behalf of President, including creating initial drafts, proofing, editing, formatting, and working with mass emailing software (Exact Target); coordinates and drafts letters, informal notes, meeting requests, and other correspondence; when appropriate, responds to queries and requests for information on the President's behalf.
- Disseminates information to AAU presidents/chancellors through different communications mediums:
  - Special communications from AAU president
  - Onboarding materials for new presidents/chancellors
  - Board and Audit/Finance materials
- Proactively anticipates needs of the President and provide the COS information and materials for the President's meetings or speaking engagements, including background research on interests and possible talking points for speaking engagements.

- Anticipates needs of COS for meetings, including creating agendas, documents and other necessary materials; schedules weekly vice president and all staff meetings; works with COS and staff to prepare agendas; creates a list of action items following the meeting; works with COS to track status of action items.
- Ensures the COS sees and reads all necessary materials to prepare for meetings.
- Coordinates necessary logistics for public and private events as requested (general meetings, roundtables, speakers, and conferences).
- Conducts light research assistance, including locating and summarizing existing literature, updating tables and charts, and creating and updating presentations of President's research.
- In consultation with the leadership team and president, maintains relevant sections of the AAU website to ensure the website information is current, drafts and uploads content for website.
- Assists President and COS with additional special projects and initiatives as assigned.

### **BOARD MEETINGS**

- Maintains schedule for board meetings and committee member lists.
- Collects and formats Board materials from each member of the team; prepares and finalizes board books, agendas, and presentation material for meetings; post meeting materials on the secure SharePoint site.
- Works with meetings department to secure logistics for each scheduled Board meeting.
- Works with the COS to maintain formal records including Board and committee minutes, membership records, bylaws, and other key information.

### **PRESIDENT/CHANCELLOR'S MEETINGS**

- Researches potential background materials and compiles and formats background meeting booklets.
- Compiles materials for President and COS.
- Assists with on-site logistics, registration, etc. during the Membership & Partners meetings.

### **MEMBERSHIP COMMITTEE SUPPORT**

- Maintains Committee membership lists and works with Committee staff to schedule calls as necessary.
- Gathers and packages confidential content for the in-person bi-annual meeting; post meeting materials on the secure SharePoint site.
- Packages Membership Committee meeting materials.

### **THE CHIEF ACADEMIC OFFICERS (CAO)**

- Executes the CAO meeting working with the AAU president and leadership team on program content and procurement of speakers in addition to providing on-site coordination and support.
- Coordinates with the Director of Meetings for logistics in advance of the meeting.
- Gathers and compiles content and disseminates meeting materials for the CAO meetings.
- Provides materials to and maintains membership lists of the CAO.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Fills in for other Administrative Assistants when required
- Performs in a personal assistant capacity when needed and when time permits.
- Administers all travel and prepares itineraries, prepares expense reports and reimbursement forms in accordance with AAU policies and procedures, organizes and maintains paper and computer files.
- Cooperates and coordinates with other administrative assistants and fills in as necessary.

- Performs other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work independently and must have the ability to exercise discretion and independent judgment regarding matters of significance.
- Demonstrates excellences in judgment, problem-solving, and decision-making to advance the supervisor's goals; exhibits excellent critical thinking and logic skills.
- Superior organization and prioritization skills and must be meticulous and detail oriented; must follow through in a timely manner, completing tasks without prompting.
- Flexibility and ability to manage competing demands; must be able to manage a myriad of on-going tasks in a fast-paced environment and adjust to changes. Good logic skills to read through minutes and summarize the conclusions and actions taken.
- Resourcefulness and ability to work proactively - thinking ahead with respect to calendar and workflow.
- Must demonstrate advanced writing and editing skills; varies writing style and voice as needed.
- Must maintain a strict code of ethics in working with highly confidential data.
- Must be able to work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Creates and supports an environment which fosters teamwork, cooperation, respect and diversity.
- Must promote and foster communications with staff as well as AAU member university officials and external parties. Must have excellent hearing/listening skills.
- Must maintain a strict code of ethics in working with highly confidential data.
- Works with integrity and ethically; must follow AAU's policies and procedures; is consistently at work and on time; ensures work responsibilities are covered when absent.
- Willingness to take ownership for wide-ranging responsibilities; demonstrates accuracy and thoroughness; looks for ways to improve and monitors own work to ensure quality.

**EDUCATION AND TRAINING/EXPERIENCE:**

- College degree preferred; three to five years of applicable experience demonstrating strong executive administrative support skills for a CEO, VP, or other high-level individual.
- Must have a working knowledge and display an advanced level of skill in the Microsoft Office suite 2010 or later.
- Experience working with Office 365, SharePoint, association management systems, mass email systems, and website content management systems is preferred.
- Experience in a non-profit preferred.
- Strong interest in an administrative career and higher education policy is essential.

**TRAVEL.** Travel is primarily local during the business day, although some evening, out-of-the-area, and overnight travel may be expected.

**SUPERVISORY RESPONSIBILITY.** This position has no supervisory responsibilities. However, the Executive Assistant is expected to coordinate efforts with key personnel in the department and the Association to achieve the position's purpose.

**WORK ENVIRONMENT.** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

This is largely a sedentary role; however, the employee is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Some filing is required; this would require the ability to lift files, open filing cabinets and bend or stand as necessary. This job requires the employee to lift at least 20 pounds infrequently.

**POSITION TYPE.** This is a full-time position. The exemption status of this position is exempt. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**OTHER DUTIES.** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**MUST BE CURRENTLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE U.S.**