



ST. FRANCIS COLLEGE

Executive Assistant Office of the President

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to the College's Chief Diversity, Equity and Inclusion Officer/Chief of Staff and to the President, the Executive Assistant is passionate about the College and its mission and is an integral part of the President's office team. Provides executive level support and generally represents the President's office, while maintaining the authority to make executive decisions on the President's behalf in accordance with established College policies and procedures. As an exempt level, full-time administrator, makes appropriate and independent judgments, while working to meet deadlines in an environment of multiple priorities, competing schedule demands and the need for confidentiality.

Essential Duties & Responsibilities:

- Acts as liaison between the Office of the President (the "Office") and other College stakeholders, including, but not limited to, the President's Cabinet, the College's students and the greater College community.
- Responsible for the day-to-day management of the Office, including, but not limited to, scheduling appointments and meetings, making travel arrangements and managing all standing meetings and related business activities.
- Plans and ensures that the President's and the Chief Diversity, Equity and Inclusion Officer/Chief of Staff ("Chief of Staff") schedules are followed.
- Works closely with the Chief of Staff and the President and keeps them updated on all day-to-day activities.
- Facilitates Office support and the smooth daily functioning of the Office, including, but not limited to, processing mail, greeting visitors, answering phones, maintaining the space's professional appearance, ordering supplies, and all related duties.

- Responsible for understanding and interpreting highly sensitive, confidential matters with an understanding of all applicable College policies and procedures.
- Responsible for maintaining professional communications on behalf of the President and the Chief of Staff with the College's Board of Trustees, institutional donors, community members, government officials, other College departments, and other parties.
- Prepares meeting agendas, handouts and minutes and distributes appropriate information in a timely manner; screens incoming calls and correspondence; responds independently when possible and handles and prioritizes incoming issues and demands.
- Assists with the College's Board of Trustees responsibilities as requested.
- Maintains a record of the Chief of Staff and the President's correspondence, presentations, schedules and calendars.
- Reviews, follows-up and approves all ADP time card record information for all of the President's direct reports.
- Tracks and monitors the Office's budgets and advises regarding any areas of concern.
- Performs administrative support for the Office's consultants, including, but not limited to, managing their contracts and budget allocations.
- Assists with outreach and hosting of internal and external events.
- Assists in preparing presentations and speeches; drafts and edits copy and proofreads communications emanating from the Office.
- Prepares correspondence and responds to correspondence as appropriate.
- Organizes and manages confidential files and information.
- Maintains spreadsheets and databases; creates reports for the Board of Trustees, internal auditors and other parties as requested.
- Prepares the President's and the Chief of Staff's corporate expense reports and reimbursements.
- Maintains confidentiality of all corporate, personnel and research matters.
- Manages and administers special projects or events as requested.
- Performs all other duties as assigned.

Minimum Qualifications:

- Bachelor's degree required.
- No less than five years of experience providing executive level administrative support.
- Ability to maintain the highest level of ethics, integrity, honesty and respect for confidential information at all times.
- Excellent oral and written communication skills and professional telephone manner.
- Strong writing and grammatical skills, with careful attention to detail.
- Demonstrated ability to handle complex, sensitive and confidential activities with discretion while demonstrating excellent organizational skills.
- Ability to maintain a flexible schedule in order to attend College functions with, or in place, of the President or the Chief of Staff. This may include evenings or weekends.
- Possess technological expertise needed in the use of Microsoft Office, including, but not limited to, proficiency with e-mail, Word, PowerPoint, Excel spreadsheets and databases.
- Strong interpersonal skills, and the ability to relate to faculty and staff at all levels of the organization.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.

- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College
- Strong commitment to the College's mission and to its students, faculty and staff.

Preferred Qualification:

- Five to ten years of experience as an executive level assistant for a college or university President, Chancellor, Chief Executive Officer, or similar high-level position.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by clicking [here](#).