

# chatham UNIVERSITY

## Chatham University Job Description

### Executive Assistant for the Office of Enrollment Management

**Position Reports to:** Vice President for Enrollment Management (VPEM)

**Position Summary:** The Executive Assistant for the Office of Enrollment management is a detail-oriented, highly organized, and technically proficient professional who is responsible for assisting the Vice-President and enrollment management leadership team in the daily operations of the department.

This position works directly with the Vice President for Enrollment Management, AVP for Financial Aid, AVP for Graduate Admission, and Director of Undergraduate Admission to manage the business functions of the office and ensure the physical space and supporting infrastructure is maintained with keen attention to detail and a level of high customer service.

#### **Duties and Responsibilities:**

- Manage the daily operation of the office, ensuring that priority projects and processes are completed effectively, on time, and on budget.
- Ensure compliance with budget parameters, efficiently process purchase orders, check requests, manage office supplies and recruitment materials. Establish and enhance systems that undergird the fiscal responsibility of the office.
- Maintain confidentiality while working with highly sensitive materials and subjects.
- Assist with the selection, training, scheduling, assigning work, monitoring hours and performance of the student assistants and interns who work in the office of enrollment management.
- Oversee and coordinate facilities and vendors for events produced by the Office of Admission.
- Assist in the creation and implementation of event related communication plans within Slate CRM system.
- Plan and organize employee searches for the Enrollment Management leadership team.
- Coordinate aspects of training for new hires, including but not limited to, new staff paperwork, new staff training schedules, training manuals, division flowcharts and employee lists.
- Assist with creating reports and presentations using Excel, PowerPoint, Word and web-based tools.
- Oversee the Enrollment team buildings and division assigned vehicles including communication with maintenance, housekeeping, facilities and public safety in order to sustain general upkeep and appearance.
- Manage calendars, route phone calls, manage messages and schedule appointments/conference calls for the VPEM and leadership team. Draft correspondence as necessary. Process incoming and outgoing mail.

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- Some evening and weekend duties related to enrollment events may be required.
- Other projects and duties as assigned by the VPEM.

## Qualifications:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, overseeing budgets, purchase orders and other office procedures. Proven ability to work independently, critically think and problem solve. Strong desire to work in a team-oriented customer service focused atmosphere. Strong technical skills and proficiency in the use of database and student information systems, and web-based tools including Microsoft Suite of programs is required. Knowledge of Concur, Slate CRM, CampusVue/CampusNEXXUS are preferred. Ability to write well and present a professional presence is necessary.

## Minimum Qualifications:

- An Associate's Degree or its equivalent is required. A bachelor's degree is preferred.
- Minimum five years' experience in a professional setting; ideally a college or university with demonstrated success in communication, organization, project management and problem solving is preferred.
- A valid driver's license is required.

To ensure full consideration submit a cover letter addressing your qualifications for the position, a resume, and contact information for four professional references.

## Physical Requirements:

Hear: Continuous	Sit: 40%
Speak: Continuous	Stand: 25%
See: Continuous with 20/20 acuity	Walk: 35%
Stoop/Bend/Kneel/Squat: 10%	Write: 80%
Use telephone: 30%	Push/Pull: 5%
Use computer: 70%	Lift 15+ lbs: 5%
Reach above shoulders: 5%	
Fine hand manipulation: 25%	

9/1/21