

WARREN WILSON COLLEGE
Position Description

POSTION TITLE: Administrative Assistant to the President

REPORTS TO: President

DEPARTMENT: President's Office

FLSA STATUS: Exempt

POSITION SUMMARY:

Oversees the management and administration of the Office of the President.

SPECIFIC RESPONSIBILITIES:

1. Directly assists the President in his or her day-to-day activities.
2. Disseminate information and instructions regarding the College on behalf of the President. Interpret and implement College policies and procedures.
3. Supervise, train, and evaluate the work of student worker(s).
4. Compose correspondence and reports requiring discretion and good judgment; prepare, type, and carefully proofread routine correspondence; ensure the effective physical production and accuracy of documents and reports.
5. Coordinate office communications networks; take calls, answer questions, take messages, route calls and messages.
6. Serves as Assistant Secretary to the Board of Trustees; prepares logistics for and attends meetings; prepares agendas; takes and transcribes minutes for committees and full Board; arranges for distribution of minutes and other Board material.
7. Review work of designated personnel to ensure accuracy.
8. Maintain office financial ledgers.
9. Act as building manager for Ogg Administration Building.

10. Provide administrative support services for the President. Schedule and coordinate the activities of the President and others (as requested by the President), including meetings, appointments, reservations, travel, and occasional official functions.

WORKING CONDITIONS:

Must be able to handle multiple tasks and use discretion and good judgment in making decisions that affect the Office of the President.

QUALIFICATIONS:

1. College education and/or five years' experience in a comparable position, including prior experience in office management; experience in an academic setting preferred.
2. Good decision making skills. Flexibility in complex situations.
3. Computer knowledge and excellent word processing ability.
4. Effective and strong interpersonal skills required.
5. Excellent English language and grammatical skills, including fine writing and proofreading skills.
6. Maturity, professional demeanor, and good judgment.
7. Ability to work well with faculty, staff, students, and members of the larger community.