Job Description: Executive Assistant to the President/CEO

Date revised: June 4, 2013
Department: Executive
Reports to: President/CEO
FLSA: Exempt

SUMMARY:
This position, through regular contact on behalf of the President/CEO with the Board of Trustees, University officials, and other executive constituents, daily demonstrates the Foundation's value for respect, trust, integrity and commitment. This position provides confidential executive administrative support to the President/CEO. Advanced project management and organizational skills are critical to this position. The person in this position must maintain the highest level of confidentiality and diplomacy regarding all Foundation and constituent information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Frequently compose and finalize complex correspondence, legal documents, meeting minutes, reports and other-format documents, using experience and judgment to determine what should be included in each document
• Manage multifaceted department logistics and calendars for meetings and conferences, including travel and catering
• Provide administrative support to Board and committee meetings
• Perform office duties in support of the President/CEO with general guidance in terms of overall objectives
• Manage department records and archiving, including corporate governance and policy and procedure documents
• Manage operations and reporting for University construction-related LLCs
• Provide supervision, leadership, motivation and direction to staff consistent with Foundation values and a culture of service
• Prioritize the success of the team through effective utilization of individual skills and frequent, substantive discussions on work plans, strategic initiatives, skill development and performance

OTHER DUTIES AND RESPONSIBILITIES:
• Assist with fiscal year budget preparations and forecast
• Provide back up for other specific tasks as needed, particularly for the support of the Board
• Participate in ongoing training and education
• Perform other duties as assigned

MINIMUM QUALIFICATIONS AND EXPERIENCE:
• Typically requires Bachelors degree or at least five years experience supporting senior staff
• Experience managing multiple assignments/projects and conflicting priorities with the pressure of short, demanding deadlines in a fast paced environment
• Ability to follow complex, multi-step procedures to complete tasks
• Basic accounting knowledge preferable
• Proficiency with Microsoft Office Suite, 10-key and (multi-line) phone systems
• Maintain confidentiality as required and appropriate

PHYSICAL/MENTAL/VISUAL DEMANDS AND WORK ENVIRONMENT:
• This job is conducted in an office work environment, sitting most of the time
• Approximately 90% of this position’s duties require use of a computer
• Must be able to exert up to 20 lbs. of force occasionally
• Some travel may be required

SIGNATURES:
The following signatures are required to confirm the accuracy of the job description as a summary of the primary work of the position; to confirm that the essential duties and responsibilities are aligned with Foundation goals and objectives; to validate that it is clear, concise, and supports legal compliance; and to confirm employee understanding of the job requirements. NOTE: Management reserves the right to add to or change the duties of the position at any time. This job description does not in any way alter the at-will employment relationship.

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<td>Human Resources:</td>
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