

Columbia Academy

Job Description

Executive Assistant

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: EXECUTIVE ASSISTANT
REPORTS TO: PRESIDENT
PAYROLL STATUS: SALARY NON-EXEMPT, FULL-TIME, TWELVE MONTH
TYPICAL HOURS: 8:00 – 4:00 WITH A 30-MINUTE LUNCH BREAK

PURPOSE AND SCOPE OF THE POSITION

The Executive Assistant reports to the President and seeks to enhance the President’s effectiveness by providing administrative support in a one-on-one working relationship.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Serve as the initial point of contact for all matters pertaining to the Office of the President.
2. Serve as a liaison to the Board of Directors and administration.
3. Conserve the President’s time by reading, researching and routing correspondence; drafting letters and documents, collecting and analyzing information; coordinating appointments.
4. Maintain the President’s appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel.
5. Monitor administrative policies within the organization and recommend changes as appropriate.
6. Communicate with and greet visitors personally, as well as via phone, email and postal mail.
7. Coordinate the onboarding process of new employees and the offboarding process for terminated employees.
8. Coordinate business matters with the Business Office including organizing personnel files, submitting payment, facility, and work requests.
9. Maintain strict confidentiality in all matters.
10. Perform other duties as assigned by the President.
11. Advise the President of activities.
12. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Executive Assistant shall
 - Have earned a college degree or its equivalent
 - Be proficient on computer programs including the ability to operate computerized spreadsheet and word processing programs and e-mail at a high level
 - Feel comfortable working in a team environment or individually

2. The Executive Assistant must demonstrate the following skills:
 - Relate well with students, staff, administration, parents, visitors and the community
 - Demonstrate strong administrative and organizational skills with the ability to maintain a realistic balance among multiple priorities
 - Excellent interpersonal skills including strong written and verbal communication
 - Attention to detail and high level of accuracy
 - Ability to anticipate work needs and follow through with minimal direction
 - Ability to demonstrate sound judgment in decision making

3. The Executive Assistant must demonstrate the following personal attributes:
 - Fully committed to his/her Christian faith in belief and practice
 - A member in good standing of a local church of Christ
 - Have excellent integrity and demonstrate good moral character
 - Be completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Demonstrate a sound work ethic

WORKING CONDITIONS

The Executive Assistant may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering information which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position, which may cause stress and higher workloads at certain times. The Executive Assistant must also deal with a wide variety of people on various issues.