



Job Description

JOB TITLE: Administrative Assistant – Executive Office
DEPARTMENT: Administration
REPORTS TO: Director of Human Resources

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

POSITION SUMMARY: The Administrative Assistant for the Executive Office is primarily responsible for providing administrative support to members of the Senior Leadership Team in a professional, efficient and confidential manner. The Administrative Assistant for the Executive Office also provides administrative support for Board of Trustee meetings and events, as well as the Board Audit Committee and Foundation Board.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Associates degree or equivalent experience
- 2-4 years experience as an executive level administrative professional
- Basic Microsoft Office and Google Apps experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with integrity in handling confidential information with discretion and diplomacy.
- Provide general support including answering of telephones; review and prioritize mail; maintain organized and efficient filing of documents; order office supplies; continual update of employee telephone directory, and other duties as assigned.
- Compose correspondence and prepare documents as needed by Executive Office personnel.
- Continually update and make available copies of the New Employee Orientation Handbook.
- Oversee the employment process for student work study positions on the campus.
- Coordinate arrangements for meetings, dinners, conferences and special functions as required by the Executive Office and Board of Trustees.
- Act as recording secretary for the Board of Trustees, Board Audit Committee, Academic Cabinet and Foundation Board, including the preparation and distribution of meeting minutes.
- Friendly interaction with all levels of management and staff, members of the Board of Trustees, as well as outside clients and vendors.
- Welcome visitors, determine nature of business, and direct to appropriate person or location.
- Assist with various tasks and projects related to other areas of operational support as assigned.

REQUIRED SKILLS AND ABILITIES:

- Able to work independently, be a self-starter, and prioritize multiple tasks with attention to detail and accuracy.
- Possess strong decision making skills.
- Excellent written and oral communication skills; knowledge of grammar, spelling and punctuation.
- High degree of organization, professionalism and discretion, as well as customer relation skills.
- Flexibility to work some evenings and weekends to support special events and/or Board of Trustee meetings.
- Supportive of the College mission



HOW TO APPLY:

Interested parties should submit a cover letter, resume and completed RC employment application. The employment application may be found at <http://www.rc.edu/jobs-rc/>. Electronically submitted applications and documents are encouraged and may be sent to Ginny May at gmay@rc.edu.

Those interested should submit completed materials as soon as possible. Background checks are conducted on all final candidates for all positions.

SEND COVER LETTER, RESUME AND COMPLETED APPLICATION TO:

Ginny May
Director Human Resources
Rochester College
800 W. Avon Road
Rochester Hills, MI 48307
Phone: 248-218-2018
Fax: 248-218-2025
Email: gmay@rc.edu