



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Executive Assistant

Job Class: Staff

Department: Office of the President

Reports to: Vice President & Chief of Staff

FLSA status: Full-Time /32-40 hours per week/exempt/12-months

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

SUMMARY: Supports the work of the President and Vice President & Chief of Staff and operations of the Office of the President by providing administrative and clerical assistance in a fast-paced environment with rapidly shifting demands while maintaining the highest quality work and attention to detail. The position will receive, review, and hear confidential information involving the University and the Board of Trustees, therefore, must maintain the highest level of confidentiality.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Promotes a positive image of the University by greeting and receiving visitors to the President's Office suite; prioritizes and responds to inquiries from students, parents, faculty, staff, and other internal and external constituencies and/or decides the appropriate office or person to address the inquiry for accurate response. Must maintain the confidentiality of sensitive topics received while conducting the duties of the position. Answers emails, incoming phone lines and directs calls as appropriate.
- Assists the VP and Chief of Staff with specialized duties for the Board of Trustees, President, Cabinet, President's Advisory Councils, Planning Committee and University Senate including assisting with planning and preparation for meetings, research and preparation of materials, meeting site setup, and preparation of official documents and minutes.
- Schedules and confirms appointments for the Office of the President and assists with complex calendars, meetings, social engagements, and University and community functions with individuals and groups. Prepare materials needed for appointments. Schedules room reservations for Roush Hall Board Room and President's Conference Room

- Serves as Secretary to the University Senate and University Senate Planning Committee. Prepares agenda, minutes, schedules, and coordinates Senate meetings and materials.
- Assists with effective planning and coordination of Board of Trustee meetings by ensuring timely availability of agendas and other related materials. Posts agendas and supporting documentation on the Board portal, and coordinates events as requested. Maintains and updates the Board portal. Takes minutes at Board meetings. Receives, reviews, and processes confidential information and must maintain the confidentiality of all said information.
- Assists with coordination and planning of various major university and President's Office events including the Welcome Back Breakfast, President's Holiday Open House, receptions and other special events as requested. Works collaboratively with Institutional Advancement, Office of Events & Conferences, and represents VP & Chief of Staff or serves on planning committees for major events on campus including convocations, commencements, and visits by special guests. Assists with various major university and President's Office events where needed.
- Maintains and updates Board of Trustees roster and records, contact lists, mailing lists, and other important documents as assigned. Assists with mailings, copying, collating and distribution of information, and other projects as requested. Orders and maintains office supplies and equipment as needed.
- Assists with coordination and communication for the Women's Leadership Network.
- Manage the contact reports for the President by transcribing dictation, sending follow-ups, tracking progress, communicating with contacts and IA staff.
- Facilitates efficient and cost-effective official travel for the President and VP & Chief of Staff, by making travel arrangements and preparing associated approval forms and expense reports for travelers. In President's absence, the position may have discretion to handle certain matters such as calls and correspondence.
- Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.
- Prepares communications, presentations, correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.
- Assists with the President's Office budget by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy, producing financial reports and summaries, approving expenditures and completing budget transfers.
- Manages and maintains office records by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules according to policy, and retrieving files and documents as needed.
- Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Bachelor's degree and five years of administrative experience in a similar environment or equivalent combination of education and experience. Proven ability to handle complex and sensitive functions with discretion is desirable. Professional experience establishing and maintaining communication with other departments and the public required. Professional experience with maintaining the confidentiality of sensitive information.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions. Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Knowledge of general office procedures. Strong interpersonal communication skills required. Must take pride in and be thorough in quality of work produced. Must be able to use general office equipment including office PC, copier, and telephone. Proficiency in MS Outlook, Word, Excel, and Access.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables. Ability to accurately interpret a variety of instructions furnished in written or oral form. Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130