

## POSITION ANNOUNCEMENT

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| <b>JOB TITLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>EXECUTIVE ASSISTANT TO THE PRESIDENT</b> |
| <b>TYPE OF VACANCY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>MID-MANAGER</b>                          |
| <b>REPORTS TO</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>PRESIDENT</b>                            |
| <b>DEPARTMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>OFFICE OF THE PRESIDENT</b>              |
| <p><b>SUMMARY:</b> Reporting directly to the President, this position provides comprehensive executive level support services to ensure the overall efficiency of the President's Office in a high level and fast-paced environment. The Executive Assistant to the President is responsible for managing the President's administrative needs to facilitate the effective allocation of time and information necessary to advance the priorities of the office.</p> <p>This position requires excellent skills in organization, event planning, cultivating and maintaining administrative and interpersonal relationships, multi-tasking and timely completion of work products.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             |
| <p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Executive Assistant to the President is required to perform a variety of tasks including, but not limited to the following:</p> <ul style="list-style-type: none"><li>➤ Maintains the calendar of the President by scheduling meetings with internal and external stakeholders;</li><li>➤ Plans and coordinates meetings, internal and external, in collaboration with the Chief of Staff, and other engagements for the President including reserving space, compiling agendas and materials, attending to any catering and set-up needs, and arranging travel and accommodations;</li><li>➤ Prepares internal and external correspondence;</li><li>➤ Provides superior administrative support for the President to include phone coverage, reception, copying, filing, credit card reconciliation, and other duties as assigned;</li><li>➤ Assists in the processing of purchase orders, vendor contracts, and other routine financial transactions, in accordance with university policy;</li><li>➤ Purchases and maintains inventory of supplies, allocations and expenditures;</li><li>➤ Supervises students and temporary workers; multitasks and works across constituency groups, with an ability to manage up, down and across;</li><li>➤ In collaboration with the Chief of Staff, develops, implements and manages departmental office systems and procedures relevant to University policies. Establishes and streamlines office procedures and operations;</li><li>➤ In collaboration with the Chief of Staff, supports the administrative needs of the relevant internal committee meetings, including taking accurate minutes of each meeting as required;</li><li>➤ Exercises sound, independent judgment when making decisions as well as functions calmly and effectively during times of crisis;</li><li>➤ Maintains effective working relationships within the office as well as with other academic and administrative units;</li></ul> |                                             |

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- Applies problem-solving skills to discerning when and how to re-route or solve issues that can be handled at a lower level first and to knowing when issues need the immediate attention of the Chief of Staff or the President;
- In collaboration with the Chief of Staff, coordinates logistics of meetings and speaking engagements and gathers background information regarding these events;
- Screens inquiries to the President using discretion and tact in handling all telephone matters;
- Supervises and reviews incoming and outgoing correspondence;
- Determines matters and prioritizes items requiring the President's immediate attention; re-routing matters to the appropriate Vice President, with notation to the President of action taken;
- Prepares daily **morning signature file** and follows up on paper flow requiring President's authorization;
- Prepares daily **evening folder** for President's attention and follows up on paper flow requiring President's authorization;
- Assists and oversees the maintenance of files and general office procedures for the Office of the President;
- Handles sensitive and confidential materials in a professional manner;
- Assumes new responsibilities on own initiative and executes them in an effective manner.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Outstanding written and oral communication skills;
- Excellent organizational skills and keen attention to detail;
- Ability to execute directives without delay;
- Ability to interact with individuals at all levels of the organization, including trustees, senior executives, colleagues and students in a warm and professional manner;
- Ability to handle multiple calls, to cross-schedule appointments and to juggle competing priorities;
- Demonstrated discretion and judgment when dealing with confidential and sensitive information;
- Excellent team player and problem solver, self-starter, excellent presentation skills, outstanding ability to troubleshoot and improvise on short notice;
- Establishes and maintains effective working relationships with other administrative units on campus, as well as with the UTEB, PMU and BPSU Presidents and various other campus constituencies;
- Self-motivated worker who can anticipate problems and demonstrate significant independent judgment;
- Detail oriented, high level of attention to accuracy and completeness required;
- Proven office administration and customer service skills required;
- Demonstrated proficiency in MS Software packages, presentation and publishing software and electronic communications tools;
- Database and web skills advantageous;

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- The ideal candidate has an understanding of diplomacy, confidentiality and has highly effective emotional intelligence, demonstrated agility, enthusiasm for administrative work and willingness to go the extra mile.

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### QUALIFICATIONS:

- A minimum of a **master's degree** or equivalent from an accredited college/university;
- Minimum of 3-5 years of administrative experience required, preferably in higher education or executive setting.

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| <b>Reports to</b>           | <b>President</b>      |
| <b>Salary Grade</b>         | <b>Director II</b>    |
| <b>Date Published</b>       | <b>March 14, 2018</b> |
| <b>Application End Date</b> | <b>March 30, 2018</b> |
| <b>Date to be Removed</b>   | <b>March 31, 2018</b> |

**SUBMISSION OF MATERIALS:** Interested applicants should deliver the following to the Office of the President, C/O Maelynn Seymour-Major, Chief of Staff or Shandy Smith, HR Generalist:

- A completed UB Employment Application Form (follow link: [www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf));
- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Relevant Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written professional references.

### Submission of Materials:

Application materials should be submitted **by hand** to the attention **Chief of Staff, Office of The President, University of The Bahamas**.

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Executive Assistant to the President.*