



POSITION ANNOUNCEMENT SCHOOL OF LAW – Executive Assistant to the Dean

University Mission: Concordia University is a Christian university preparing leaders for the transformation of society.

Unit or Department: School of Law

Location: Boise, Idaho

Unit/Department Mission: The Dean's Office is responsible for the overall functions of the Concordia University School of Law. The Dean is particularly responsible for fulfilling the School of Law mission by accomplishing the strategic and tactical academic agenda of the School of Law.

Position title: Executive Assistant to the Dean of the School of Law

Summary of the position (how the overall goal is reached): The Executive Assistant to the Dean provides strategic and tactical administrative office support to the Dean of the School of Law.

Staff relationships:

Reports to: Dean
Supervises: Student workers, other clerical staff
Hired/appointed by: Dean

Exempt/non-exempt? Exempt

Salary Level: Staff Level III

ESSENTIAL RESPONSIBILITIES:

- Provide support for the most sensitive of projects, reports, and recordkeeping helping to ensure the professionalism and integrity of the School of Law.
- Set up, maintain, and utilize confidential digital and hard copy filing system and records to assure availability and easy authorized access to all information.
- Coordinate contracting of full and part time faculty members.
- Schedule appointments, notify individuals of meetings and messages, and handle food requirements for breakfast or luncheon meetings.
- Handle travel arrangements and process expense reimbursements and ensure accurate reconciliation.
- Maintain appointment schedules to ensure a smooth and efficient work environment.

- Delegate and prioritize tasks to other clerical staff. Provide guidance, supervision, and feedback.
- Type and format various documents and reports giving considerable attention to accuracy, detail, style, spelling, grammar, and timely completion.
- Answer phones, direct callers to appropriate resource.
- Compile information to prepare reports or projects.
- Process purchase and supply and check requisitions as needed.
- Resolve matters by contacting resources, both internal and external to the University.
- Open and process correspondence both internal and external to the Dean's office. Compose correspondence from general instructions.
- Schedule and coordinate facilities and equipment for meetings and conferences.
- Take minutes of faculty and committee meetings and transcribe notes as needed.
- Be self directed and operate autonomously.
- Complete special projects as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High School diploma required, Associate degree preferred.
- Five to seven years experience in administrative support of college/university administrators required.
- Be a Notary Public or be willing and able to become a Notary.
- Be proficient in the use of Microsoft Word, Excel, and PowerPoint software, the use of Banner, and the use of Internet and Email. Proficiency with social media desired.
- Be proficient in the use of email and calendaring on Microsoft Outlook and online file management.
- Possess excellent time management and organizational skills, initiative, and resourcefulness.
- Exhibit flexibility and be able to perform successfully when challenged by changing workflow priorities.
- Exhibit excellent customer service skills.
- Maintain confidentiality and be able to gain and maintain confidence and cooperation of faculty, administration, and students.
- Demonstrate excellent listening skills.
- Demonstrate effective oral and written communication skills

Critical skills for this position:

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| X Excel | X MS Access Database |
| X PowerPoint | X Administrative software (Banner) |
| X Word | Web Design |
| X Microsoft Outlook | Desktop Publishing |
| Graphic Design (Photoshop, Fireworks, Paintshop) | |
| Remote Network Access (H: drive access off campus, VPN) | |
| Webmail | E WebCT |

