**POSITION TITLE: Executive Assistant**

**Primary Purpose**:

Provides high-level administrative support to executives, including Deans and VPs by collecting, organizing, and preparing reports, handling information requests, preparing correspondence and presentations, receiving visitors, arranging conference calls, coordinating complex events and scheduling meetings.

**Essential Duties:**

1. Responds to inquiries requiring in-depth understanding of work-area policies and procedures and resolves complex problems to ensure questions are answered and issues resolved timely.
2. Composes and edits internal and external complex communications to ensure professional communications.
3. Compiles and organizes documentation, develops and maintains electronic filing systems to ensure appropriate document retention.
4. Coordinates complex projects and communication materials; organizes high profile events, conferences and meetings to ensure a professional outcome.
5. Enters data and generates reports from NSU specific software systems to ensure accurate processing and record keeping.
6. Schedules meetings/appointments/events and coordinates travel to ensure timely scheduling.
7. Performs other duties as assigned.

## Marginal Functions:

1. Interprets requests, and determines required executive notification for important and emergency matters.
2. Interprets and follows policies, procedures and practices.

## Knowledge, Skills, and Abilities:

1. Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; database and data entry skills.
2. Ability to interpret and explain guidelines, policies, and procedures.
3. Decision-making and problem solving skills.
4. Excellent organization and planning skills, including calendar and event management.
5. Excellent written and oral communication skills.
6. Information gathering and monitoring skills; including the ability to prepare reports, while maintaining confidentiality.
7. Takes initiative, is flexible, and provides great attention to detail and accuracy.
8. Possesses advanced computer skills and is able to train others.
9. Ability to assist management with the creation of PowerPoint presentations.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS**

1. Ability to communicate effectively with others.
2. Ability to work cooperatively with colleagues and supervisory staff at all levels.
3. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
4. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils and computer keyboards.

**Required Education:** High School Diploma or equivalent

**Required Experience:**

High School Diploma and four (4) years of experience providing support to the executive level.

--OR--

Associate's Degree and three (3) years of experience providing support to the executive level.

**Other Preferred Qualifications:**