



UNIVERSITY OF DALLAS

Executive Assistant
Office of Advancement

Job Number: 4291UD
Date Posted: October 9 2017

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Executive Assistant who will be responsible for providing complex and advanced administrative and project support to the Vice President, Assistant Vice President and Executive Director of Alumni Relations and Annual Giving. This individual will have the opportunity to support the Vice President and senior managers with a variety of assignments requiring creative planning, confidentiality, internal and external communication, and in-depth understanding of the University and its mission, vision and values and its various programs and initiatives.

PRIMARY RESPONSIBILITIES

- Manage the calendars of the Vice President and senior managers, provide preparation for all meetings, projects, events, travel, and after-hour events, and keep executives informed of appointments, attendees and purpose of appointments.
- In coordination with the Vice President for Advancement, provide a weekly call-list for the President for the purpose of maintaining donor relations.
- Assist the Vice President and senior managers in drafting and proofreading correspondence, memos, reports, editorial content, presentations and speeches for internal and external constituencies.
- Review correspondence directed to the Vice President and senior managers and, where appropriate, summarize, draft responses, initiate fact finding and/or refer the matter to the appropriate University official.
- Manage travel schedule of the Vice President and provide detailed travel itineraries in advance of travel, and coordinate plans with constituents who require the Vice President's participation in local and non-local events.
- Maintain the office budget (e.g., process payment of invoices, track expenditures) and prepare expense reports.
- Working with the MarComm staff, maintain and update webpages for the Office of Advancement and ensure that all web-content related the department is current.
- Monitor University social media and inform the Vice President of issues of interest or concern.



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- Assist the Vice President in preparation for and follow up after Board of Trustees committee meetings and general meeting by reviewing and preparing supporting documentation, serving as recording secretary, preparing and maintaining official minutes and assuring that actions are properly archived, and maintaining address lists and all records and documentation.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

MINIMUM REQUIREMENTS

- Bachelor's degree and two to three years of experience preferably working in higher education or in the corporate environment.
- Experience in supporting key executives at the highest administrative levels.
- Ability to acquire and master new technology quickly, and use computer software programs and applications such as MS Office Suite and board portal software.

ADDITIONAL INFORMATION

- This position may require working extended work hours, including evening and weekends, as necessary, to support the Office of Advancement.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.