

# UNIVERSITY OF DALLAS

Job Number: 12236UD

**Executive Assistant – Office of the President**

Date Posted: June 1, 2022

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have 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 Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking an Executive Assistant to serve as a senior professional staff assistant to the University President and Vice President for Development and External Relations. This Executive Assistant will manage the administrative, operational, and organizational support for the President and Vice President, focusing on prospect engagement of key institutional prospects. This individual will provide administrative support for the President and Vice President with constituent engagement, solicitation, and stewardship. The ideal candidate will possess outstanding interpersonal skills, exhibit flexible humility, and an in-depth understanding of the University, its mission, vision, values, and various programs and initiatives. Additionally, this individual will regularly handle information of the most sensitive, highly confidential, strategic, and critical nature in support of the advancement executive team.

## PRIMARY RESPONSIBILITIES

- Provide and manage administrative, operational, and organizational support for the President and Vice President, managing calendars and scheduling.
- Assist the President and Vice President with managing a portfolio of key institutional prospects and donors. This includes working with colleagues to provide timely briefings and tracking relationships in the University's Constituent Relationship Database.
- Prepare correspondence, proposals, and communications for the President and Vice President and work with Marketing and Communications as needed.
- Manage, coordinate, and support projects and meetings as assigned.
- Attend and support events with the President and Vice President.
- Coordinate closely with the Stewardship Officer to manage the President/Vice President stewardship, ensuring thank yous, follow-ups, and outreach is done in a timely and highly personalized manner.
- Build reports, agendas, and reports on progress, goals, and other data as needed for various presentations, especially for board meetings.
- Other duties as assigned to ensure the efficient and effective operations of the Office of Advancement.

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## MINIMUM REQUIREMENTS

- Bachelor's degree and three years of high-profile experience.
- Proficient with Microsoft Office products.

## PREFERRED QUALIFICATIONS

- Experience in senior support roles in Advancement, Higher Education, or Non-profit preferred.

## ADDITIONAL INFORMATION

- Supervise an Advancement Assistant and student interns as needed for routine work.
- This position may require working extended work hours, including evenings and weekends, to support the President and Vice President.
- Excellent written and verbal communication.
- Experience with research and writing for different audiences.
- Ability to handle sensitive and confidential information.
- Organizing and prioritizing work, managing multiple tasks seamlessly while exercising attention to detail.
- Problem-solving and decision making.

## 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; tuition benefits 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 seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**