

UNIVERSITY OF DALLAS

Job Number: 12169UD

Executive Assistant

Date Posted: April 11, 2022

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 provide executive administrative support for the Executive Vice President, General Counsel, and some support for all personnel within the Executive suite. Works independently on projects from conception to completion and has the ability to remain calm under pressure and maintain a realistic balance with multiple priorities. Regularly works with information of the most sensitive, highly confidential, strategic, and critical nature.

PRIMARY RESPONSIBILITIES

- Provide executive-level administrative support to the Executive Vice President, General Counsel, and intermittently for other President's Executive team members.
- Manage calendars, serve as a liaison and interface with staff, community leaders, vendors, etc.
- Provide customer service to visitors of the Office of the President.
- Prioritize and follow up on incoming issues and concerns as requested.
- Research and complete projects as assigned.
- Maintain and order a regular supply of necessary office items such as coffee, stationery, paper, and other office supplies when needed.
- Compile agendas, write and distributes meeting minutes for committees as assigned. Such committees include but are not limited to, ad hoc committees, committees of the board, SHAC committee, and other committees as assigned.
- Manage all meeting details such as room reservations, agendas, necessary IT equipment, presentations, room set-up and/or catering.
- Supervise all student-workers within the president's office, including approving timesheets and scheduling.
- Oversee budget by preparing reports, monitoring spending, and managing credit cards for the Executive Vice President and General Counsel.

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- Manage other aspects of the budget as needed, including but not limited to: executing budget transfers, analyzing future year budgets, comparing current year budgets to previous year budgets, and processing invoices for payment.
- Build and implement the transition and onboarding process for personnel changes within the realm of the Executive Vice President and General Counsel.
- Proficiently use, such that there is the ability to train others in, regularly-used software systems including but not limited to FAST-PROD, Banner, DocuSign, BoardEffect and donor databases.
- Other duties as assigned to ensure the efficient and effective operation of the Office of the President.

MINIMUM REQUIREMENTS

- Bachelor's and two years of administrative experience or higher education administration required.
- Excellent writing, punctuation and grammar in order to effectively communicate with students, administrators, faculty, staff, volunteers, community leaders and business contacts.
- High level of proficiency in Microsoft Office, Gmail, and electronic communication, shared drives, and other technology as needed.
- Excellent customer service skills.
- Ability to interact professionally with internal and external constituents.
- Strong organizational skills and deadline orientation.
- Ability to manage projects from completion to end as individual or team lead.
- Strong multi-tasking and time management skills.
- Ability to research efficiently and successfully.

ADDITIONAL INFORMATION

- This position may require working extended work hours, including evenings and weekends, to support the Office of the President.

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.