

# UNIVERSITY *of* DALLAS

Job Number: 13821UD

Date Posted: September 5, 2023

## **Executive Assistant, Institute for Homiletics**

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### **WHO WE ARE**

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the [Mission](#).

### **JOB DESCRIPTION**

UD is currently seeking an Executive Assistant for the Institute of Homiletics. This position will work closely with the Director and Associate Director to ensure efficient operations of the Institute for Homiletics and its interactions with those it serves. This Executive Assistant will be responsible for managing the office interfaces of the Institute. Duties include frequent new and varied work situations. The position may involve confidential matters requiring discretion. Ability to fluently speak, translate, read and write in Spanish and English is helpful, but not required. A team spirit and the ability to work independently are essential for this position.

### **PRIMARY RESPONSIBILITIES**

- Provide executive level administrative support to the Executive Director and Associate Director
- Manage office for the Institute for Homiletics and its directors: correspondence, filing, phone, financial, equipment, calendar, etc.
- Serve as a liaison and interfaces with UD staff to synchronize administrative interactions.
- Coordinate financial affairs for the Institute: keeps track of monthly expenses, requisitions, supplies, and equipment.
- Process check requests; keep deposit records; reconcile credit card expenses; send invoices; submit expense reports; assist with developing and tracking the annual budget.
- Compile reports and takes and distributes minutes for the Institute of Homiletic Advisory Council meetings. Participates in and takes notes at the Institute's collaborative brainstorming and planning sessions.
- Manage lay volunteers who participate in the Institute's programming for clergy.
- Coordinate the calendar for all programs, timelines, and deadlines.
- Maintain, update, and make suggestions for continual improvement of the Institute's website.

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- Maintain and updates confidential files on each of the participants in the Institute's programming; data entry and filing of evaluations, record-keeping, transcriptions of videos; coordinates monthly newsletter.
- Organize and handle events in collaboration with the Associate Director, including making travel arrangements, coordinating lodging and meals, and scheduling facilities; participates in off-site events.
- Interact consistently with directors and program participants. Prioritize and follows up on incoming issues and concerns as they arise.

## **MINIMUM REQUIREMENTS**

- Three years of office experience required, preferably in a university, diocesan, and/or non-profit setting.

## **PREFERRED QUALIFICATIONS**

- Four-year degree preferred.
- Bilingual in English and Spanish.
- A Catholic in good standing is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- A strong understanding of office automation practices, procedures and equipment, standard records maintenance procedures, and budgeting.
- Proficient with principles and practices of bookkeeping/accounting.
- Skilled in composing correspondence.
- Able to communicate effectively both orally and in writing, in English and Spanish preferred.
- Able to react flexibly to constantly shifting demands; to exercise independent judgment and decision making in the absence of direct supervision.
- Able to prepare accurate reports from various statistical or accounting documents.
- Work independently on complex and confidential clerical and administrative tasks.
- Proficient in all Microsoft Office programs, including Word, Excel, and Access. Familiarity with Google Drive, Docs, Sheets, and Forms.
- Skilled in PC-based accounting and database.

## **ADDITIONAL INFORMATION:**

- Supervise and train student workers.
- Manage volunteers who participate in the Institute's programming.

## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free

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fitness center; competitive leave programs; tuition waiver, tuition exchange 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.**