

# UNIVERSITY OF DALLAS

Executive Assistant

Job Number: 12739UD  
Date Posted: August 23, 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, rich traditions, and exceptional employee benefits.

## SUMMARY

UD is currently seeking an Executive Assistant to serve as a senior professional staff assistant to the President of the University of Dallas. Main duties include managing the administrative, operational, and organizational support for the President. The ideal candidate will be a creative self-starter, possess outstanding interpersonal skills, and exhibit an in-depth understanding of the University, its Mission, and various programs and initiatives. The President's Executive Assistant regularly works with information of the most sensitive, highly confidential, strategic, and critical nature in support of the University's Mission.

## PRIMARY RESPONSIBILITIES

- Provide and manage administrative, operational, and organizational support for the President managing calendars and scheduling with internal and external stakeholders.
- Assist the President with managing a portfolio of key institutional prospects and donors in close collaboration with the Vice President for Development and University Relations and others. This includes working with colleagues to provide timely briefings and tracking relations in the University's Constituent Relationship Database.
- Prepare correspondence, proposals, and communications for the President as needed, and work with the Marketing and Communications team when needed. Manage, coordinate, or support projects and meetings as assigned.
- Support and sometimes attend events with the President
- Coordinate closely with the Stewardship Officer to manage President's 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.
- Coordinate with the Advancement Assistant, other assistants, and student interns as needed for routine work.
- Other duties as assigned.

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## MINIMUM REQUIREMENTS

- Bachelor's degree required.
- Proficiency with Microsoft Office products.

## PREFERRED QUALIFICATIONS

- High-profile professional experience is strongly preferred.
- Experience in senior support roles in Higher Education/Non-profit preferred.

## ADDITIONAL INFORMATION

- 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
- This position may require working extended work hours, including evenings and weekends, as necessary, to support 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 benefit 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.**