



ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Executive Assistant, Office of the President

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21st Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

Job Summary: Reporting directly to the President of St. Francis College, or to the President’s Chief of Staff, the Executive Assistant is passionate about the College and its mission and is an integral part of the President’s office team. Provides executive level support and generally represents the President’s office, while maintaining the authority to make executive decisions on the President’s behalf in accordance with established College policies and procedures. As an exempt level, full-time administrator, makes appropriate and independent judgments, while working to meet deadlines in an environment of multiple priorities, competing schedule demands and the need for confidentiality.

Essential Duties & Responsibilities:

- Acts as liaison between the Office of the President (the “Office”) and other College stakeholders, including, but not limited to, the President’s Cabinet, the College’s students and the greater College community.
- Responsible for the day-to-day management of the Office, including, but not limited to, scheduling appointments and meetings, making travel arrangements and managing all standing meetings and related business activities.
- Plans and ensures that the President’s schedule is followed; works closely with the Chief of Staff and the President and keeps them updated on all day-to-day activities.
- Facilitates the smooth daily functioning of the Office, including, but not limited to, processing mail, greeting visitors, answering phones, maintaining the space’s professional appearance, ordering supplies, and all related duties.
- Responsible for understanding and interpreting highly sensitive, confidential matters with an understanding of all applicable College policies and procedures.
- Responsible for maintaining professional communications on behalf of the President with the College’s Board of Trustees, institutional donors, community members, government officials, other College departments, and other parties.
- Prepares meeting agendas, handouts and minutes and distributes appropriate information in a timely manner; screens incoming calls and correspondence; responds independently when possible and handles and prioritizes incoming issues and demands.
- Assists with the College’s Board of Trustees responsibilities as requested.
- Maintains a record of the President’s correspondence, presentations, schedules and calendars.

- Reviews, follows-up and approves all ADP time card record information for all of the President's direct reports.
- Tracks and monitors the Office's budgets and advises regarding any areas of concern.
- Performs administrative support for the Office's consultants, including, but not limited to, managing their contracts and budget allocations.
- Assists with outreach and hosting of internal and external events.
- Assists in preparing presentations and speeches; drafts and edits copy and proofreads communications emanating from the Office.
- Prepares correspondence and responds to correspondence as appropriate.
- Organizes and manages confidential files and information.
- Maintains spreadsheets and databases; creates reports for the Board of Trustees, internal auditors and other parties as requested.
- Prepares the President's corporate expense reports and reimbursements.
- Maintains confidentiality of all corporate, personnel and research matters.
- Manages and administers special projects or events as requested.
- Performs all other duties as assigned.

Minimum Qualifications:

- Bachelor's degree, preferably in a business-related field, or, in lieu of education, five equivalent years of experience providing executive level administrative support.
- Maintains the highest level of ethics, integrity, honesty and respect for confidential information at all times.
- Demonstrates excellent oral and written communication skills and professional telephone manner.
- Strong writing and grammatical skills, with careful attention to detail.
- Demonstrated ability to handle complex, sensitive and confidential activities with discretion while demonstrating excellent organizational skills.
- Maintains a flexible schedule in order to attend College functions with, or in place, of the President. This may include evenings or weekends.
- Possesses technological expertise needed in the use of Microsoft Office, including, but not limited to, proficiency with e-mail, Word, PowerPoint, Excel spreadsheets and databases.
- Strong interpersonal skills, and the ability to relate to faculty and staff at all levels of the organization.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Preferred Qualification:

- Five to ten years of experience as an executive level assistant for a college or university President, Chancellor, Chief Executive Officer, or similar high-level position.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).