



# **INSTITUTE OF AMERICAN INDIAN ARTS**

## **JOB DESCRIPTION**

**TITLE:** EXECUTIVE ASSISTANT  
**DEPARTMENT:** CENTER FOR ARTS & CULTURAL STUDIES  
**CLASSIFICATION:** NON-EXEMPT  
**REPORTS TO:** ACADEMIC DEAN  
**SUPERVISES:** FACULTY ASSISTANT, WORKSTUDY STUDENTS

### **SUMMARY OF RESPONSIBILITIES**

Provides complex and highly sensitive office management and administrative support to the Academic Dean of the Center for Arts & Cultural Studies. Relieves the Academic Dean of routine administrative responsibilities and provides assistance to other CACS support staff. Supports the mission of the Institute and serves on Institutional Committees as needed.

### **ESSENTIAL POSITION FUNCTIONS**

- Transcribes, types and proofreads letters, memoranda, forms, reports from notes, rough drafts and verbal or written instructions.
- Prepares minutes, reports, data, and research papers, as directed.
- Maintains calendar for supervisor.
- Maintains all official institutional documents for CACS including materials located in the Faculty Resource Room.
- Maintains record on all correspondence and action documents, and follows up to ensure a timely reply or action.
- Attends meetings, seminars, lectures, and programs as assigned for note taking purposes.
- Prepares all travel and meeting arrangements for the Academic Dean and delegated others.
- Responds to requests from CACS faculty and staff, soliciting responses from the management and other groups within the IAIA community.
- Upon direction from the Academic Dean, independently researches and compiles information on various matters requiring management attention and making concise presentation of findings.
- Performs a wide range of interaction with the IAIA's various departments and private companies to set-up meetings and follow-up on various items that were brought up at these meetings.
- Assists CACS in response to questions needing clarity on policy and procedures with IAIA.
- Maintains a cordial working environment and relationship with faculty staff and students.
- Works well under pressure and plays a vital role in the process of delivery of quality work in a timely manner.
- Other duties as assigned.
- Supervises Faculty Administrative Assistant, and Workstudy students.
- Increases available time for the President to attend to a higher level of institutional issues by assuming a more active role working with Directors, staff and students, to solve immediate problems, coordinate activities, and facilitate communication.
- Develops and oversees the budgets for CACS in conjunction with budget managers.
- Assume an active role in drafting CACS meeting agendas.
- Coordinate faculty in-service sessions and CACS retreats under the supervision of the Dean.

**REQUIRED EXPERIENCE AND EDUCATION**

BA degree in related field preferred. AA Degree or 15 plus years of high-level office experience will be considered. Shorthand or Speed Writing Preferred. Five years of experience performing complex and responsible secretarial skills. Proficient in word processing, power point presentations, excel spreadsheets, and computer applications.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to maintain confidentiality.
- Must be willing to take self-initiative.
- Thorough knowledge of modern office practices and procedures.
- Literate in standard office equipment and computers.
- Ability to prioritize work and juggle multiple tasks.
- Ability to establish and maintain effective working relationships with all levels of personnel within the Institute and external constituents.
- Ability to communicate effectively orally and in writing.
- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meeting as required. Refrains from engaging in rumors.
- Must have a pleasant, courteous, and professional attitude and presence.
- Ability to work with close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.

**WORKING CONDITIONS**

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

HR MANAGER \_\_\_\_\_ DATE \_\_\_\_\_