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**Position Title:** Executive Administrative Assistant

**Job Type:** Full-time

**Location:** Warren, Pa

**Date Posted:** 11/14/2018

**Close Date:** Open until filled

**Priority Deadline:** 12/10/2018

**Description:** This Executive Administrative Assistant position functions as part of a team that manages an executive office through a collaborative, professional, and friendly work style. This individual provides a broad range of strategic and tactical support for internal and external staff. The successful candidate will be exceptionally organized, possess a strong work ethic, be highly collaborative, be able to multi-task, and hold the highest level of professionalism and discretion.

**Specific Responsibilities:**

* Assist President and other executives with administrative support of projects and presentations as requested
* Maintain the President’s schedule and long-term management of meetings, projects, and priorities
* Schedule meetings and travel, including prioritizing meetings and communicating all relevant details to participants for the cabinet members
* Ensure cabinet members are prepared for upcoming appointments by gathering materials necessary for each meeting
* Liaison to the Board of Trustees to take meeting minutes and notes, disseminate correspondence, and schedule meetings when necessary
* Review incoming correspondence for important dates, establish daily follow-up, compose response letters and assist with emails, calls, and other correspondence
* Regularly interact and collaborate with other administrators and personnel within the college and other educational or business partners
* Provide frontline phone coverage, screening calls for appropriate handling. This includes handling service issues or complaints by directly managing or forwarding to the appropriate parties
* Work with the Marketing Director on ordering promotional material for the Student Success Specialists
* Oversee, develop, and maintain needed administrative record keeping systems and processes for the departments served
* Update and maintain various organizational charts and distribution lists
* Other duties and responsibilities as assigned

**Required Qualifications:**

* Minimum of 2 years of proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
* Minimum high school diploma; some college is preferred
* Full comprehension of office management systems and procedures
* Exemplary planning and time management skills
* Professional demeanor
* Very strong interpersonal skills to communicate effectively both in writing and verbally
* Exceptional organizational skills and ability to design, setup, and manage internal process and protocols
* Strong work ethic
* Ability to work collaboratively and thrive in a fast-paced environment
* Hold the highest level of professionalism with proven ability to handle confidential information with discretion
* Ability to manage and maintain complex calendars and schedules and to navigate appointments
* Proficiency in Office 365 including Microsoft Office software programs, applications or tools (Word, Excel, PowerPoint, internet use for research)
* Regular, predictable, full attendance is an essential function of the job
* Willingness to travel as necessary, work the required schedule, work at the specific location required, complete the employment application, submit to a background investigation (to include past employment, education, and criminal history)

**Physical Requirements:**

* The physical and mental demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The successful candidate will be required to read; communicate verbally and/or in written form; remember and analyze certain information; and remember and understand certain instructions or guidelines.
* While performing the duties of this job, the associate may be required to stand, walk, and sit. The associate is frequently required to use hands to touch, handle, and feel, and to reach with hands and arms. The associate must be able to occasionally lift and/or move up to 25lbs/12kg.
* Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

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**Application Process:**

Please submit resume and a minimum of three references to:

Northern Pennsylvania Regional College

Attn: Executive Assistant Search

119 Market Street

Warren, PA 16365

Or email to generaladministration@rrcnpa.org

Applications will be accepted until position is filled.

For additional Information, please call the NPRC Administrative Offices at 814-230-9010.