



Corban University
Position Description

EXECUTIVE ASSISTANT TO THE PRESIDENT

DEPARTMENT: Office of the President
REPORTS TO: President
FLSA STATUS: Exempt/Full time
Revised: September 2019

See Application Process on Page 2 and 3

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Executive Assistant to the President provides administrative support to the University President and is responsible for the daily operations of the Office of the President. This position serves as the primary point of operational and administrative contact for internal and external constituencies and must project a positive and professional attitude and image that aligns with the mission of the President's Office and the University. This work includes managing high-level, confidential, and sensitive information.

ESSENTIAL FUNCTIONS:

- Serve as the President's external and internal liaison, exercising discretion and independent judgment with respect to department budgeting, auditing, strategic planning, and human resources functions.
- Maintain the President's calendar, scheduling meetings and resolving scheduling conflicts.
- Coordinate domestic and international travel arrangements, as well as scheduling for the President and his guests as needed.
- Manage the Office of the President – ensure office coverage, serve as the primary point of contact for internal and external constituencies, provide timely responses to requests for action and information, etc.
- Assist the President in the supervision and direction of his/her direct reports, also managing occasional student worker positions.
- Troubleshoot and work cooperatively on issues between departments.
- Provide effective customer service to all constituencies.
- Provide and/or oversee administrative support for the President that includes communication, guest care, and all other clerical functions of the Office of the President.
- Organize and facilitate all details pertaining to Board of Trustees and President's Advisory Committee for Excellence meetings, as well as other events involving the President.
- Supervise the planning and implementation, with assistance from Events, HR and Provost Office staff, of Fall Launch (early August), Christmas Celebration (mid December) and Spring Celebration (early May) annually.
- Compose and edit drafts and final responses for the President including letters, meeting agendas, memos, and other documents.
- Serve as the primary University point of contact for the Board of Trustees.
- Perform detailed research for the President.
- Work with Human Resources staff on behalf of the President on confidential personnel matters.



- Prepare records such as agendas, notices, meeting minutes, and resolutions for meetings.
- Maintain the President's budget, monitoring for both the President and the Board of Trustees.
- Process expense reimbursement and requisitions.
- Establish and maintain administrative file system.
- Answer phones and direct phone messages/questions.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to anticipate needs, use discretion, and handle confidential material as the key gatekeeper of the President's schedule and relationships.
- Strong database and budget management skills including data entry, report generation, and mail merge.
- Excellent written and verbal communication skills with ability to present information effectively.
- Strong interpersonal and teamwork skills.
- Office and time management skills with demonstrated complex administrative experience.
- Knowledge of basic research techniques, general accounting experience, and general understanding of fiscal matters and practices.
- Ability to maintain the use of high ethical standards of conduct and ensure confidentiality.
- Flexible, but detail oriented; work creatively and effectively in a complex environment with changing priorities and multiple projects.
- Ability to maintain strong customer service orientation using tact and diplomacy in all dealings with University constituencies and members of the public.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree or equivalent experience and skills. Master's degree preferred.
- Five (5) years of experience as an assistant at the executive level. Higher education experience preferred.
- Proficiency in Microsoft Office, including Outlook, Power Point, and Excel.
- Evangelical Christian commitment and lifestyle consistent with the University's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment. Some weekend and/or evening work may be required based on event schedule. Some travel may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply



Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182