

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Executive Assistant to the President/Secretary to the Board of Trustees

POSITION OVERVIEW

This is a policy influencing position working directly for the President and Board of Trustees and requires executive support experience. Sophisticated organizational skills and discretion is necessary. The incumbent in this position serves as an integral member of the senior management team, interacts with top state administrators, high-level executives, staff, faculty, students, and the general public in order to represent members of the Board of Trustees, the President of the Academy, department directors and senior policy staff. The incumbent performs a variety of technical, executive support, and office management services for the President and the Board. The work is performed under the direct supervision of the President, although considerable independent judgment and decision making is required for this position. This is a full-time, confidential, salaried position.

DUTIES

Policy Coordination and Issues Management

1. Assist in developing policy with regard to the conduct of the Office of the President and Board of Trustees
2. Work along with senior staff and executives to further policies and projects of importance to the President and Board of Trustees
3. Assist in performing analytical and evaluative work related to the development of institutional policy
4. Researches, compiles, assimilates and prepares confidential and sensitive documents for the President and Board of Trustees.
5. Serves as liaison between the President and Senior Executive Team or others; exchanging information, transmitting directives, instructions, and assignments.
6. Advises the President on the status of issues.
7. Represent the President in meetings, ensuring that positions of the Executive are clearly communicated and considered. Reports on proceedings.
8. Performs confidential and sensitive administrative support functions.

Communications Management and Coordination

1. Develop speeches, policy statements, position papers, briefing materials and related documents for use by the President, Senior Executives and Board of Trustees
2. Manages correspondence for the President and Board of Trustees including preliminary evaluation of scope and sensitivity, development of response, and assimilation of supporting documentation as necessary.
3. Manages incoming communication including assessment of priority and referral for appropriate action of phone calls, emails and requests for personal access to the President.
4. Drafts speeches, statements and memoranda for the President and prepares documents for official signatures.

5. Transcribes and prepares records on technical and confidential matters from the President and Board members.

Schedule Development and Management

1. Coordinates and facilitates the President's schedule, including appointments, meetings and travel.
2. Plans and coordinates arrangements for events and professional conferences.
3. Develops agendas and prepares materials for meetings, speeches, and conferences.
4. Manages travel including domestic and foreign travel arrangements, prepares itineraries, and administers travel records.

Records Management

1. Establishes and maintains various filing and records management systems.

Clerical Management

1. Manages phone and visitor reception.
2. Produces documents, charts, graphs and other presentations using a variety of computer software.
3. Prepare draft replies and develop or prepare correspondence, memoranda, and similar documents for signature by the President, Chairman of the Board, or other Senior Executives

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Academy policies, procedures and organizational relationships.
- Knowledge of correct English usage.
- Knowledge of software programs currently in use on campus, i.e. Microsoft Office Suite.
- Ability to maintain a high degree of confidentiality and discretion.
- Ability to make decisions where precedents may not be established, and take necessary actions.
- Ability to review several diverse reference sources. Select and synthesize data for reports and other forms of correspondence.
- Ability to follow complex instructions.
- Ability to use diplomacy, discretion and judgment in receiving and communicating or delivering information.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.
- Executive level writing and editing skills.

QUALIFICATIONS

- Bachelor's Degree in a relevant field is required for this position. A Master's Degree is preferred
- Five years of progressively responsible experience in a comparable setting.
- Criminal Background Check
- Excellent written and oral communication skills
- Exceptional organizational skills