



POSITION DESCRIPTION

POSITION: Executive Assistant to the Vice President, Equity and Inclusive Communities

DEPARTMENT: Equity and Inclusive Communities

DATE CREATED: May 2023

DIVISION/FACULTY: Equity and Inclusive Communities

DATE REVISED:

ORGANIZATIONAL STRUCTURE

This role reports to the Vice President, Equity and Inclusive Communities (E&IC) and works closely with other Executive Assistants of the University Senior Executives.

PRIMARY FUNCTION

The Executive Assistant to the VP, E&IC performs a wide variety of complex and confidential administrative duties and has a strong communication role in support of the Vice President, Equity and Inclusive Communities.

The Executive Assistant performs duties that require considerable confidentiality and sensitivity, initiative, tact, maturity, and independent judgment. The Executive Assistant demonstrates discretion in preparing, disclosing, and handling information of a confidential, controversial, and sensitive nature; establishes work priorities and remains flexible; possessing strong interpersonal, organizational, and communication skills.

The Executive Assistant has regular contact with Senior Executives and other leadership teams as well as the operating divisions' management team members. The Executive Assistant is a communication liaison within and outside of the VP Office and receives questions from key parties across the organization. The Executive Assistant has a strong internal and external communication role including liaising with key parties across the university, law firms, and external organizations to discuss objectives, issues, and priorities.

KEY RESPONSIBILITIES

1. Provides complex calendar management to the Vice President E&IC using sound judgment when determining urgency of requests and resolving scheduling conflicts, i.e. when coordinating meetings with other senior leadership team members.
 2. Responds to verbal and written communication directed to the Office of the Vice President, E&IC. Responsibilities include screening requests and inquiries, deciding on importance/urgency of the request and providing a response and/or forwarding to the Vice President, (E&IC) or other senior staff for reply. Liaises with internal departments and external groups on behalf of the Vice President, E&IC to respond to and/or share information and ensure follow-up by relevant staff on emergent issues.
-

3. Reviews materials and documents received for the Vice President, E&IC's signature and makes recommendations for approval, taking into consideration relevant policies, guidelines, and procedures.
4. Supports the management of the Equity and Inclusive Communities' office. As required, monitors and approves the department's requests for IT, Facilities, Purchasing, Marketing, and similar services.
5. Creates a variety of documents and communication which are frequently of a highly confidential nature. Also creates a variety of letters, internal memos, meeting agendas, reports, and organizational charts utilizing various word processing, spreadsheet, data base, and presentation software packages, including creation of files, graphical images, tables, spreadsheets, databases, and presentations.
6. Creates and implements a communication strategy for the office in alignment with KPU goals and objectives; and in partnership with key parties across the university.
7. Researches and compiles highly sensitive information for the preparation of presentations and reports. Develops presentation materials, including graphs, charts, and presentation software.
8. Maintains currency with procurement policies and advises the VP team on required purchasing protocols. Submits web requisitions, coordinates work with vendors, develops Requests for Proposals, and participates in the open bid process, as needed.
9. Provides project management support for key departmental initiatives including monitoring and tracking progress, developing documents and reports, drafting correspondence, and conducting research. Keeps records of all information related to projects. Coordinates meetings and arranges supplies and catering, as needed.
10. Researches and liaises with external organizations on a variety of issues.
11. Assists in budget development, monitors expenditures and authorizes expense reimbursements and invoices up to the pre-determined limit. Contributes to decisions regarding budget preparation. Reconciles purchase card transactions. Processes purchase requisitions and submits approved invoices for payment. Creates monthly expense reports.
12. Maintains currency with KPU's Strategic Plan and other strategic planning initiatives.
13. As requested investigates, gathers, and compiles information on a variety of topics and issues and produces or drafts documents and reports including outlining alternative options and recommendations. Photocopies and distributes documentation such as correspondence and reports.
14. Designs and maintains filing and distribution systems for a variety of records and files such as correspondence and reports by methods such as indexing binders, creating and labeling files, and filing information. Maintains a bring-forward system. Suggests and develops tracking mechanism, efficiencies, and improved workflows.

15. Provides support to high-level committees as required and maintains the utmost professionalism and confidentiality while managing a heavy workload. Participates in a variety of meetings through methods such as drafting agendas, gathering background materials including reports and handouts, attending and recording proceedings, preparing and distributing minutes, and taking follow-up action such as drafting correspondence for signature, ascertaining status of item/issue, and investigating designated items.
16. Makes arrangements for travel and accommodation for attendance at meetings and conferences by performing duties such as contacting travel agency, confirming reservations and establishing an itinerary.
17. Participates in the development, maintenance and updating of the VP, E&IC website, SharePoint, common drive and KPU ONE sites.
18. Organizes conferences, community information meetings, team events, and lectures; arranges venues; prepares guest list/registrations and supervises events.
19. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
20. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.
21. Performs other related duties as assigned, including participating in various projects.

EDUCATION & EXPERIENCE

- Minimum of 5 years recent related experience in a senior administrative support role.
- Bachelor's degree in a relevant field preferred.
- Experience monitoring budget expenditures.
- Experience in a communications field desirable.
- Or an equivalent combination of education and experience.

QUALIFICATIONS

- Ability to work independently and to resolve administrative issues/problems.
- Professional and personal attributes that provide a positive impression of the senior administrative office.
- Strong knowledge and understanding of racial issues, cultures and practices.
- Demonstrated ability to use related equipment including word processing, spreadsheet, data base, and presentation software at an advanced level.
- Demonstrated flexibility to meet and adapt to changes in organizational priorities.
- Discretion and ability to maintain confidentiality.
- Outstanding organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.

- Demonstrated ability to communicate effectively both verbally and in writing including the ability to respond politely and diplomatically to both internal and external inquiries.
- Demonstrated interpersonal and strong writing skills to provide effective administrative support at the executive level.
- Demonstrated ability to provide guidance and direction to others.
- Demonstrated tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature.
- Demonstrated time management skills to manage own workload as well as assist others in meeting deadlines.
- Demonstrated physical ability to carry out the duties of the position
- Ability to travel between campuses is required