



**POSITION TITLE:** Administrative Assistant

**DEPARTMENT:** Office of the President

**REPORTS TO:** Executive Assistant to the President and Board of Trustees

**SALARY GRADE/HIRING RANGE:** 10/\$19.59/hour

**FLSA DESIGNATION:** Hourly; Non-exempt

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**POSITION SUMMARY:**

The Administrative Assistant in the Office of the President supports the work of the Executive Assistant to the President and Board of Trustees. The position is responsible for coordinating the president's travel, planning and overseeing events logistics and maintaining daily office functions to ensure the smooth operation of the Office of the President. The Coordinator position greets a wide range of constituents with a positive first impression of the office while maintaining a high level of confidentiality. Must handle sensitive and confidential information with great discretion. This individual will perform a number of critical functions, and must be comfortable operating in a dynamic and fast-paced environment. This individual must be able to work independently and in a self-directed fashion to carry out a wide range of responsibilities. Oversees daily supervision of the Student Assistant.

**CORE RESPONSIBILITIES:**

**Administrative Support to the Executive Assistant to the President and Board of Trustees | 25%**

- Provides high-level confidential assistance to the Office of the President board of trustees, university governance, cabinet members, employee conflicts, public relations issues, etc.
- Schedules appointments, meetings, conferences and retreats and assists in maintaining scheduling for an extremely busy and shifting office calendar
- Maintains the board of trustees' web portal; trustee historical records and trustee listing on campus web page
- Designs and implements a variety of forms for board of trustees' events through Qualtrics survey software
- Performs a wide range of secretarial and administrative functions including word processing of a wide variety of materials, which may be confidential and sensitive in nature
- Coordinates monthly student and employee birthday greetings on behalf of the president
- Composes letters, memos, informational documents, and correspondence as directed

**Coordinates the President's Travel | 20%**

- Researches, identifies and schedules airline, hotel and car rental reservations as well as conference registrations
- Assists president's spouse with travel logistics
- Acts as the designated campus travel coordinator for donated vouchers from Independent Colleges of Washington
- Processes monthly expense reports, submits reimbursement requests and travel reimbursement forms

**Events Coordination | 15%**

- Reviews and approves room reservation requests for campus use of the president's dining room
- Executes and manages all organizational details for campus events and meetings hosted by the president

**Reception Duties | 15%**

- Serves as the receptionist for the Office of the President as well as other administrative offices in Academic Affairs and the Business Office; answers telephone, greets visitors
- Responds to inquiries from individuals in person or by telephone, providing general or specific information in either verbal or written form

**Office Management | 15%**

- Submits work orders for building, furniture or fixture repairs or maintenance as needed
- Maintains coffee station, orders office supplies and oversees copy room functionality
- Opens and distributes mail
- Monitors records of institutional memberships and subscriptions

**Other | 10%**

- Supervises student workers
- Performs notarial duties for staff, faculty and students as needed
- Acts as floor building monitor and inspects and signs off on floor fire extinguisher
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organizational and time management skills to manage multiple projects, as well as the flexibility to adjust to shifting priorities as new projects are assigned by the President or Executive Assistant to the President and Board of Trustees.
- Ability to handle extensive public contact with courtesy, tact, discretion, and judgment
- Strong verbal and written skills to produce tactful and effective communications
- Ability to check work to ensure accuracy and completeness; tracks and follows up with others to ensure that agreements and commitments have been fulfilled
- Ability to think critically and act logically to evaluate situations, prioritize work, solve problems, and make decisions
- Ability to work both independently and under direction
- Advanced computer proficiency in the use of Word, Excel, Outlook, SharePoint, Adobe and PowerPoint
- Willingness and ability to learn new tasks and assume additional responsibilities

**MINIMUM QUALIFICATIONS:**

- **Education:** Bachelor's degree preferred
- **Experience:** 3-5 years of applicable experience or equivalent combination of education and experience
- A personal commitment to the Christian faith and to the integration of faith and learning
- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications

with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives

- A commitment to the educational mission of Whitworth University as a comprehensive Christian liberal arts university affiliated with the Presbyterian church

**ADDITIONAL REQUIREMENTS:** A background check, sexual misconduct check and confirmation of degrees earned will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.

**All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

#### **About Whitworth:**

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

#### **Our Benefits:**

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.