
JOB DESCRIPTION

TITLE: Part-Time Assistant

DEPARTMENT: Executive Office

EMPLOYMENT STATUS: Part-Time

FLSA STATUS: Non-Exempt

REPORTS TO: Director & Deputy Director

EFFECTIVE DATE: October 2024

JOB SUMMARY:

The Assistant will provide essential administrative support to the Director and Deputy Director, primarily focusing on managing the Director's calendar, coordinating travel arrangements and reimbursements, and handling administrative tasks as assigned. The Assistant will also have access to the Director's calendar. The Assistant will assist in scheduling telephone conferences and meetings at the direction of the Director or Deputy Director. The Assistant may work remotely and will be expected to work 15 hours/week.

ESSENTIAL DUTIES:

The following is a list of essential duties, which may be subject to change at any time and without advance notice. Management may assign new duties, reassign existing duties, or eliminate a function.

- Manage the Director's primary and secondary calendars, scheduling and organizing meetings, appointments, and events, while ensuring effective time management.
- Arrange travel logistics, including booking flights, accommodations, ground transportation, and preparing travel itineraries.
- Provide general administrative support such as drafting correspondence, managing files, processing expense reports, and organizing documents.
- Schedule occasional telephone conferences and meetings as directed by the Director or Deputy Director. Prepare necessary materials for meetings and follow up on action items.
- Act as a liaison between the Director, Deputy Director, and other staff members or external contacts to ensure clear and timely communication through email, phone calls, and in-person meetings.
- Assist with ad hoc administrative projects and tasks as needed, adapting to the Director's evolving needs.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and Experience:

- Associates degree required; Bachelors degree in related field preferred.
- Minimum of three years of experience as an Administrative Assistant, Office Assistant, or similar role. Experience working in an administrative role supporting executives or senior managers preferred.

Other Skills/Abilities:

- Strong organizational skills and the ability to multitask and prioritize tasks effectively.
- Familiarity with travel coordination.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills.

Technical Skills:

- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and calendar management tools.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Lifting/carrying up to 10 lbs.

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