Job Description:
Administrative Assistant/Receptionist – Philander Smith College’s President’s Office

Under the direction of the Executive Assistant to the President, this position provides support for the President’s Office that includes a variety of skilled administrative duties, and represents the Office of the President demonstrating professionalism, a positive attitude, open communication, follow through, and effective problem resolution.

Position Specific Responsibilities/Accountabilities:
1. Assists the Executive Assistant to the President with the day-to-day operations of the President’s Office, including but not limited to:
   a. Answers multiple phone lines in a prompt, courteous, and professional manner; assesses needs of callers and visitors; provides assistance or refers to appropriate representative or department; and takes thorough and accurate messages.
   b. Represents the President’s Office to internal and external constituencies; provides ‘frontline’ interface with all visitors to the President’s Office; and handles highly sensitive information with confidentiality, discretion, and diplomacy.
   c. Accurately and efficiently composes, edits, and reviews virtual and written business correspondence and other documents.
   d. Provides highly skilled administrative support; maintains office calendars and distribution lists; and formats and distributes letters and documents.
   e. Implements and maintains data management and document control through virtual and physical record-keeping systems.

2. Assist the Executive Assistant with the President’s travel arrangements, including flight, hotel, meals, transportation, and cell phone service.

3. Collaborates with events managers, faculty, staff, and administrators across divisions to coordinate, manage, and execute presidential events; designs, prepares, and distributes invitations; tracks responses and dietary restrictions; assists with room configurations and name cards.

4. Communicates and stays current with Philander Smith College’s operating procedures and policies; work consistently to demonstrate sound judgment to implement and interpret Philander Smith College’s policies, rules, and procedures, especially with regard to sensitive issues.
5. Models professional demeanor; assists Executive Assistant to the President with the training and development of student employees.

6. Assists the Executive Assistant to the President with the coordination and scheduling of meetings, events, and telephone appointments; arranges reserved parking and sends detailed instructions to the President’s guests.

7. Assist the Executive Assistant to the President with preparing and generating correspondence, letters, labels, and other documents.

8. Assist the Executive Assistant with preparing presidential briefings, updates the President’s calendar, and inserting briefings and meeting materials the President’s Daily Binder.

9. Assists with the processing of invoices, expenses, and reimbursements.

10. Handles facilities and equipment maintenance requests, when needed.

11. Performs other duties as assigned or requested.

**Philander Smith College’s Staff Expectations:**
- To exhibit behavior that supports the mission, vision, and values of the Philander Smith College.
- Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct.
- Demonstrate a commitment to outstanding customer service.

**Requisite Qualifications:**
- Typically, a Bachelor’s Degree. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.
- Minimum 5 years office experience, preferably in an academic environment or executive setting.
- Demonstrated knowledge in the areas of: standard office procedures, filing, online research, data collection and analysis, calendaring, event planning, and writing.
- Ability to analyze, manage, and execute tasks with minimal supervision.
- Ability to multi-task and prioritize, managing multiple projects and shifting priorities in a deadline-driven environment.
· Ability to convey the Philander Smith College’s mission to internal and external constituents.

· Excellent communication skills (both written and verbal) and ability to collaborate with individuals from a diverse set of disciplines and backgrounds.

· Strong project management and organizational skills.

· Excellent analytical thinking and decision-making. Ability to simplify and address complex processes and issues.

· Intermediate to advanced proficiency with Microsoft Office Suite and Google Suite.

· Ability to handle highly sensitive information and maintain confidentiality.

· Must perform all job functions with high attention to detail.

**COVID VACCINATION REQUIREMENT:**
To ensure the safety and well-being of our community, Philander Smith College requires that all students, faculty and staff are vaccinated or have been approved for a qualifying medical or religious exemption.