



**Position Title:** Executive Assistant to VP of Student Affairs  
**Reports To:** Vice President for Student Affairs  
**Department:** Student Affairs  
**Classification:** Full-time, Salary Exempt, 12-months, Benefits Eligible

## **POSITION OVERVIEW**

The Executive Assistant to the Vice President of Student Affairs is responsible for providing high-level administrative support to the VP and serving as a key liaison between the VP's office and various campus departments, external partners, and the student body. This position requires a strong understanding of the college's student affairs operations, excellent organizational and communication skills, and the ability to handle sensitive and confidential information with discretion.

## **DUTIES AND RESPONSIBILITIES**

- Manage the VP's calendar, schedule appointments, and coordinate travel arrangements
- Prepare agendas, compile materials, and take detailed notes for the VP's meetings with senior administrators, faculty, staff, and student leaders
- Serve as the primary point of contact for the VP's office, fielding inquiries, responding to requests, and redirecting matters to the appropriate personnel
- Assist the VP with the development of reports, presentations, speeches, and other written communications
- Oversee the maintenance of the VP's electronic and physical files, ensuring organized and secure record-keeping
- Collaborate with the college's finance and human resources teams to manage the VP's budget, invoices, and personnel-related matters
- Help to onboard and train new student affairs staff and student employees within the VP's office
- Coordinate the logistics and provide support for student affairs-related events, programs, and initiatives
- Act as a representative of the VP's office, maintaining a professional and courteous demeanor when interacting with internal and external stakeholders
- Proactively identify opportunities to streamline processes, enhance efficiency, and provide exceptional customer service

- Ability to manage and maintain confidentially matters regarding employees, Executive Cabinet matters
- Manage key enrollment and institution events that the VPSA has been assigned, to include and not limited to Convocation, Presidential Tours, etc.
- Maintain all budgets, grants, and strategic plans within the office of the VPSA
- Supporting the visual outlook of the Division and department for marketing materials
- Perform other administrative duties as assigned to support the overall operations of the Student Affairs division

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in business administration, communications, or a related field
- 5+ years of experience as an executive-level administrative assistant, preferably in a higher education or student affairs setting
- Proficient in the use of Microsoft Office Suite, calendar management software, and other productivity tools
- Excellent written and verbal communication skills, with the ability to tailor messaging for diverse audiences
- Strong organizational skills, attention to detail, and the capacity to handle multiple priorities simultaneously
- Demonstrated discretion and confidentiality when dealing with sensitive information
- Collaborative mindset and the ability to build effective working relationships across all levels of the organization
- Flexibility and adaptability to accommodate the changing needs and demands of a fast-paced, dynamic environment

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience supporting a senior-level administrator or executive within a college or university
- Knowledge of student information systems and campus-wide administrative processes
- Familiarity with student affairs functional areas, such as student activities, residence life, and career services
- Specialized training or certifications in office management, event planning, or project coordination
- Obtain the ability to be customer service oriented and student service minded
- Clear communicate with poise with the internal and external partners that come in contact with the office of the Vice President
- Ability to discern and connect with stakeholders on a high-level and be respectful of concerns and matters therein

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands

and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**