

Job Description

Position Title

Administrative Manager for President's Office Operations and Events

Position Summary

Reporting to the Chief of Staff with a dotted line to the Sr. Advisor for External Relations and Secretary of the College, the Administrative Manager for President's Office Operations and Events is responsible for the administrative functioning of the President's office and the coordination and execution of College and President's Office-sponsored events for students, faculty, and staff. The Administrative Manager for President's Office Operations and Events serves as the liaison from the President's Office for the planning and execution of major campus events, including Convocation and Commencement. Manages the day-to-day administrative needs of the office, including some scheduling support for the Chief of Staff and the Sr. Advisor for External Relations and Secretary of the College.

Responsibilities

President's Office Administration – 40%

Manages the day-to-day needs of the office in collaboration with the President's Executive Assistant and the Chief of Staff. Provides scheduling support for complex meetings related to the work of the President's office. Manage President's Office budgets, tracking expenditures and submitting payments. Assist the Chief of Staff in monthly budget reconciliation, run monthly budget reports, maintain expense spreadsheet and reconcile on a monthly basis. Manage funding requests and respond to constituents. Process invoices, reconciles credit card statements and works with EA on maintaining supply inventory, ordering when necessary, and conference rooms, copier and pantry. Manage the scheduling of all President's office conference room and shared office spaces. Take on special projects as assigned by the President or Senior Advisor for Operational and Administrative Strategic Initiatives, related to the President's and President's office goals and initiatives. Provide back up to the President's EA to manage phones, greet guests and manage daily schedule. Assists with preparations and day-of execution of Board Meeting, in collaboration with entire President's Office staff.

Events Management – 40%

Coordinate and manage major College events for students, faculty and staff by overseeing the calendar of events sponsored or organized by the by the President's Office and

coordinating with President's EA to ensure President's availability. Manage arrangements for campus events for students, staff and faculty, including room reservations, catering, multimedia needs. Maintain the request form for Presidential attendance at events. Assist Senior Advisors to the President with special events and lectureships. Collaborate with the Chief of Staff and other office staff on Convocation and Commencement. Duties may include working with the Dean's Office on awards, helping to write scripts and communications to campus, coordinating with Conferences and Events, and helping to gather name pronunciations. May also prepare PowerPoints for the President to share at events.

Communications and Campus Outreach – 15%

Work with College Communications, Alumnae/i Relations and Development, the Office of Admissions, and other departments as needed to advertise President's Office events and projects. Collaborate with the Office of Communications to promote events organized by the president's office and to support the president's social media presence. Maintain President's office website content. Generate event publicity by preparing announcements and invitations; track RSVPs. Track President's communications and ensure the strategic execution of presidential communications in collaboration with President's Office staff and the Office of Communications. Prepare routine correspondence such as thank you notes, announcements, invitations and email responses. Co-manage, with the EA, the "Office of the President" email box, responding to internal constituents within 48 hours as well as the staff listserv management.

Other duties as assigned. – 5%

Requirements

Bachelor's degree required
3-5 year's related experience

Additional requirements include the ability to work occasionally at night and during weekends. Possession of and willingness to use personal mobile device to receive phone calls and/or text messages during these additional hours. Valid driver's license and willingness to transport guests of the College on occasion.