Executive Assistant  
Academic Affairs

**POSITION SUMMARY**

The Executive Assistant is a highly visible position that supports the VP for Academic Affairs/Dean of the College by implementing the dean's directives and managing the day-to-day activities of the Office of the Dean of the College. The executive assistant performs a variety of complicated tasks, handles sensitive and confidential information and works independently with minimal supervision. The executive assistant is the academic affairs division liaison and acts as a resource to faculty, ancillary departments and the Occidental community at-large, including external constituencies.

The Office of the Dean of the College is a high-profile office and the executive assistant should possess professionalism, poise, and diplomacy and have the ability to communicate with an ethnically and culturally diverse college community while maintaining the high standards and integrity of the Office of the Dean of the College.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Provides timely and efficient high-level administrative support to the VP of Academic Affairs/Dean of the College
- Maintains the highest standards of confidentiality, discretion and tact in handling all matters for the Dean and the Office of the Dean of the College
- Manages the Dean's calendar, schedules meetings, conference calls, faculty events and travel arrangements
- Serves as the office manager responsible for the overall daily operations of the Office of the Dean of the College including office equipment maintenance, mail services, office and kitchen supplies, hospitality, etc.
- Greets and welcomes all visitors to the Office of the Dean of the College and handles all incoming calls and routing callers to the appropriate person when necessary
- Manages the on-boarding of new faculty hires including assisting with contracts management, new hire documentation, and records completion
- Business Office liaison for Rental Housing Program for new faculty hires
- Coordinates meetings and events with Campus Dining to ensure timely service and meal preparation
- Writes and prepares correspondence, memoranda, spreadsheets and reports
- Manages administrative duties of the Advisory Council charged with rank and tenure decisions by tracking tenure and promotion timelines and maintaining accurate electronic records for all dossiers and decisions by the Advisory Council
- Provides occasional administrative support for the Associate Deans, Assistant Deans, and Faculty Directors, as needed
- Attends and takes minutes at faculty meetings and Trustee Academic Affairs & Technology Committee and serves as liaison for both
- Reconciles the Dean's procurement card, expense reports and reimbursements
- Records management includes maintenance of faculty and academic affairs files, academic affairs records transition from REV. 8.21
hard copy to electronic files and liaising with library archives for historical records transitions and support

- Manages and coordinates processes for various annual faculty requests/events (i.e., new faculty hires, faculty searches, academic fair, sabbatical applications, MacArthur grants, Kemp Lecture, Ruenitz Lecture, Sterling Award Lecture, etc.)
- Participates in the coordination of Convocation and Commencement primarily assisting faculty and the academic affairs division
- Reviews and approves leave reports and time off requests for Dean’s direct reports
- Supervises student workers
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor’s degree, or equivalent in education, training and experience is required
- A minimum of five years executive-level support
- Computer literacy of intermediate to expert knowledge in MS Office suite, Google calendar, Google Docs, Moodle, BoardVantage and Mac applications.
- Must have excellent writing and proofreading skills with a high degree of accuracy and attention to detail
- Must be a team player with outstanding interpersonal communication skills
- Must possess excellent organizational skills and work ethic and the ability to anticipate and assess the needs of the dean and able to work in an environment with competing priorities.
- Higher education experience is preferred.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. All offers of employment will be contingent on a successful background check.

Additional Information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.
Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.