



Executive Assistant to the Vice President for Equity & Justice

Equity & Justice

Occidental College invites applications for the new position of Executive Assistant to the Vice President for Equity & Justice, with an anticipated appointment to begin in October 2021.

POSITION SUMMARY

Oxy is a nationally recognized small liberal arts college in the vibrant Eagle Rock neighborhood of Los Angeles, CA. The mission of the College is to provide a gifted and diverse group of students with a total educational experience of the highest quality. This mission is anchored by four cornerstones: excellence, equity, community, and service. The [Office of Equity & Justice](#) leads college-wide and strategic level work to increase diversity, ensure inclusion, and move toward equity by supporting justice-orientated collaborative action for everyone in the Oxy community.

As the new Executive Assistant, you would have the opportunity to make a deep and positive impact in the lives of hundreds of students, faculty, and staff. You would work closely with the Vice President as an integral member of the office providing executive-level administrative support, managing complex and day-to-day activities of the office, and serving as a caring and professional representative of the office to on- and off-campus constituencies.

SUMMARY OF DUTIES & RESPONSIBILITIES

- Provide timely, accurate, and efficient high-level administrative support to the Vice President
- Serve as the office manager responsible for the overall daily operations of the office
- Create a welcoming and inclusive environment while providing excellent customer service to visitors and callers
- Handle complex calendaring and meeting coordination, including travel arrangements
- Coordinate meetings, events, and requests with offices across campus
- Write and prepare correspondence, spreadsheets, and reports while maintaining office records and files
- Prepare agendas, take minutes, and manage logistics for meetings related to the office
- Manage the office budget, including ordering and reconciling the Vice President's expenses and reimbursements
- Assist with the maintenance of the office website and on-line presence
- Hire, train, and supervise student assistants to the office
- Maintain the highest standards of confidentiality, discretion, and tact in handling all office matters
- Provide administrative support for other members of the office, as needed
- Perform other duties as assigned

QUALIFICATIONS

Minimum Required Qualifications

- Passion for diversity, inclusion, equity, and justice in higher education
- Bachelor's degree or equivalent in education, training, and experience
- Five years with executive-level administrative support experience, or equivalent
- Full comprehension of office management systems and procedures
- Intermediate computer literacy and knowledge, including internet, MS Office, and Google Apps
- Excellent writing and proofreading skills

- High degree of accuracy and attention to detail
- Outstanding interpersonal skills and high emotional intelligence
- Ability to exercise discretion and maintain confidentiality
- Excellent organizational skills and work ethic
- Ability to anticipate and assess the needs of the office and manage dynamic and competing priorities

Preferred Qualifications

- Experience in a higher education setting
- Additional computer software skills such as Adobe Creative Suite, Qualtrics, and Airtable

APPLICATION INSTRUCTIONS

Please submit a resume, a cover letter, and a one-page statement on your commitment to equity & justice to resumes@oxy.edu. In your cover letter, explain how your skills and experience meet the qualifications of the position. In your equity & justice statement, describe your past and present contributions to diversity, inclusion, equity, and justice in your professional career. The purpose of this statement is to help us in identifying candidates who have professional experience and willingness to engage in activities that would help Oxy contribute to our mission in these areas. We will review applications as they are submitted. To be assured full consideration, all application materials must be received by September 24, 2021.

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 that are underrepresented 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.