

**Holy Cross College**  
**Student Employment**

**Title of Position:** **Assistant to the Executive Assistant**

**Department:** Administration

**Supervisor:** Diane Welihan

**Email:** [dwelihan@hcc-nd.edu](mailto:dwelihan@hcc-nd.edu)

**Schedule:** Approximately 10 hours per week to be determined with the supervisor

**Rate of pay:** \$8.50 per hour

**Location:** President's reception area

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**Purpose**

This position provides administrative support in the office of the President.

**Essential Job Duties**

- Create, maintain, and update accurate Word, Excel and PowerPoint files on the college computer network.
- Provide general administrative assistance to Executive Assistant as necessary.
- Provide general administrative assistance as necessary to serve the needs of other college faculty, staff and administration.
- Welcome guests to the Office of the President
- Assist with Board of Trustee meetings; corresponds to board members as needed
- Provide assistance with special events
- Pick up and distribute mail to the department
- Filing
- Transport the College President on football weekends between campuses via golf cart
- Word processing and/or data entry into spreadsheets as required
- Assist and prepare in-house mailings
- Other duties as assigned within the President's office and Development office

**Minimum Education, Skills and Abilities:**

- Ability to maintain extreme confidentiality
- Excellent interpersonal, written, and oral communication skills
- Demonstrated experience using MS Word, Outlook, Excel and PowerPoint
- Strong organization skills and attention to detail
- Ability to use a landline and retrieve voice mail
- Must possess professional demeanor when greeting and interacting with guests to the reception area