Title of Position: Assistant to the Executive Assistant

Department: Administration

Supervisor: Diane Welihan

Email: 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

Purpose
This position provides administrative support in the office of the President. This position also offers secondary support to the Office of Admissions.

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.
• Conduct campus tours effectively to prospective students and their families.
• Direct and distribute correspondence(emails and/or telephone calls) to the correct Admissions staff members at Holy Cross College.
• Aid the Office of Admissions and Financial Aid in preparing research, collecting information, and other office/filing work.

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