

Holy Cross College
Student Employment

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

Department: Administration

Supervisor: Jodie Badman

Email: jbadman@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