**Job Summary**

Seeking an experienced Executive Assistant to assist the dean of a prestigious school of public health whose mission is to advance the public’s health through learning, discovery, and communication. The school produces knowledge through research, reproduces knowledge through higher education, and translates knowledge into evidence that can be communicated to the public, policymakers, and practitioners to advance the health of populations. Being the direct support to the dean of the faculty and reporting to the director of administration, the successful candidate will be a collaborative, self-directed individual who demonstrates a solutions-oriented approach, anticipating and resolving problems with the utmost discretion and professionalism to ensure the dean's day-to-day affairs are conducted smoothly.

**Duties and responsibilities**

* Administrative point of contact to the dean, manages calls and emails, (reviews, assesses, responds); fields walk-ins and creates a welcoming environment for all constituents; develops and maintains a general knowledge of the school.
* Schedule management: proactively handles the day-to-day activities of the dean and the dean's calendar (including maintaining and analyzing metrics/data on how dean uses their time), resolves scheduling conflicts and regularly communicating updates to relevant stakeholders; facilitates agenda-setting including gathering briefing materials, bios, and other prep materials.
* Travel management arranges domestic/international flights, hotels, ground transportation, visas, itineraries, and other logistical planning.
* Drafts, edits, and proofs brief correspondence and helps maintain archival records.
* Assists reconciling dean's expenses and reimbursements.
* Anticipates the needs of the dean and acts proactively, strategically, and in symmetry with the DO staff.
* Works with the Director of Administration to organize and implement administrative systems and procedures to promote efficiency gains; maximizes the use of available technology and applications.
* Reconciles the dean's expenses/corporate card.
* This position's responsibilities also include varied projects and tasks arising out of unforeseen situations.

A desire to bring order, initiative, and collaboration along with a sense of patience and good humor are essential.

**Qualifications and Skills**

 Bachelor's degree strongly preferred.

* Eight(8) plus years of progressively responsible administrative experience strongly preferred.
* Experience with an academic environment.  
  Familiarity with systems, policies, and procedures  
  Advanced fluency with Microsoft Office Suite of programs and collaboration programs (e.g., Zoom, Teams, SharePoint), required.
* Proven task management and organizational skills
* Aptitude for learning new systems quickly.
* Excellent written, verbal, and interpersonal communication skills
* Aptitude for preemptive, creative problem solving.
* Sound judgment, diplomacy, and professionalism handing competing demands in a fast-paced environment and handling sensitive/confidential information.
* Proven customer service skills with an empathic, ready-to-adapt mindset

The following cultural competencies are also preferred:

* Awareness of and aptitude to understand, respect, and adapt to cultural and identity-based differences within group environments appropriately and effectively.
* Knowledge of and commitment to concepts and issues tied to social justice, diversity, equity, and inclusion.
* Skills related to creating and supporting an environment that allows for inclusion, effective intercultural engagement, personal humility and authenticity.