

## Job Description

<b>Position Title:</b>	Executive Assistant for Administration		
<b>Business Unit:</b>	President's Office	<b>Status:</b>	Full-Time Exempt (Salaried)
<b>Reporting to:</b>	University President	<b>Salary Range:</b>	\$57,000 – \$64,500

<b>Background:</b>	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
<b>Position:</b>	<p>The Executive Assistant provides high-level administrative support to the University President and other members of the administrative team. This individual supports daily operations and assists with managing special projects and University events—both on and off campus—as needed. Additional responsibilities may be assigned based on institutional priorities.</p>
<b>Responsibilities:</b>	<p><b>Hours</b> Full-time, Monday–Friday, with occasional evening or weekend hours for events or meetings.</p> <p><b>Executive Support</b></p> <ul style="list-style-type: none"> <li>Provides high-level administrative support to the University President and Administrative team</li> <li>Schedules and attends meetings on behalf of the administrative team; takes notes and records minutes</li> </ul>



- Arranges travel and accommodations as needed
- Receives and reviews incoming communication for the President; summarizes and distributes as appropriate
- Prepares visual presentations for campus and community meetings
- Drafts donors thank-you letters and messages or articles on behalf of the President
- Performs additional duties as assigned by the President or Administration

#### **Administrative & Office Operations**

- Performs clerical tasks including drafting letters, memos, reports, and invoices
- Maintains records, orders supplies, and performs basic bookkeeping
- Coordinates monthly internal newsletters to faculty and staff

#### **Board of Trustees Support**

- Supports the President in preparation and execution of Board and committee meetings
- Maintains Board of Trustees records in accordance with Bylaws
- Prepares agendas, meeting notices, minutes, and presentations
- Prepares and coordinates follow-up actions from Board meetings
- Coordinates hospitality and social events related to Board meetings

#### **Trustee and Campus Engagement**

- Supports Trustee engagement through communications, appreciation gestures, and social events
- Organizes faculty/staff hospitality efforts (e.g., birthday cards, encouragement notes, funeral meals)

#### **Staff Supervision**

- May recruit, interview, hire, and train junior administrative staff (e.g., student workers)

#### **Other Responsibilities**

Duties as assigned

<b>Requirement:</b>	<p><b><u>Primary Requirement</u></b> Must have a commitment to Jesus Christ, and a desire to serve in a cooperative, Christ-centered atmosphere, and be a member of the Seventh-day Adventist church in good and regular standing.</p> <p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (minimum)</li> <li>• Two to five years' experience managing an office or supporting a director-level role</li> </ul> <p>Two to five years' experience planning events and/or managing projects</p>
<b>Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Knowledge of higher education and/or church policies</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent organizational skills and attention to detail</li> <li>• Excellent time management skills with a proven ability to meet deadlines</li> <li>• Ability to function well in a high-paced and at times stressful environment</li> <li>• Extensive knowledge of office administration, clerical procedures, and recordkeeping systems</li> <li>• Extremely proficient with Microsoft Office Suite or similar software, with the ability to learn new or updated software</li> <li>• Ability to work with a team.</li> </ul>
<b>Work Conditions &amp; Environment:</b>	<p><b>Job Conditions:</b> Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p><b>Confidentiality:</b> Regular handling of sensitive information; strict adherence to institutional privacy and compliance standards.</p> <p><b>Environment:</b> Office-based setting with frequent interaction with administrators, board members, and staff. Must maintain professionalism in a fast-paced, confidential environment.</p> <p><b>Physical Demands:</b> Prolonged computer use and desk work; occasional lifting of materials up to 20 lbs. Set-up and take-down of events, table and chair set-up, decorating, or similar tasks</p>

***This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.***

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