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<b>Job Title</b>	Executive Assistant
<b>PVN ID</b>	PH-2409-006454
<b>Category</b>	Clerical/Office Services
<b>Location</b>	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
<b>Department</b>	CUNY ISPH
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 13, 2024 (Or Until Filled)

## General Description

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We are seeking a highly organized and proactive Executive Assistant to support our executive team. The ideal candidate will be a strategic partner who can manage a variety of administrative tasks with precision, professionalism and confidentiality. The Executive Assistant will be responsible for optimizing the executive director's time and effectiveness by handling communication, scheduling, travel arrangements, project coordination, internal and external communications and more.

## Other Duties

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- **Calendar Management:** Maintain and manage complex calendars, scheduling meetings, appointments, and events. Coordinate with internal and external stakeholders to ensure all engagements are prioritized and executed smoothly.
- **Communication:** Serve as the primary point of contact between the executive director and internal/external stakeholders. Draft, review, and manage correspondence, including emails, memos, and reports.
- **Travel Coordination:** Arrange detailed travel plans, itineraries, and agendas. Handle all logistics, including transportation, accommodations, and necessary documentation for both domestic and international travel.
- **Meeting Preparation:** Prepare for meetings by gathering materials, creating presentations, and ensuring the executive director is well-prepared. Attend meetings when necessary to take minutes and track follow-up tasks.
- **Project Management:** Assist in the planning, execution, and monitoring of various ISPH projects. Ensure deadlines are met, and deliverables are completed accurately.
- **Administrative Support:** Handle various administrative tasks such as expense reports, filing, and record keeping. Maintain confidentiality and discretion at all times.
- **Event Planning:** Organize company events, meetings, and off-site activities, ensuring all communications

(invites, reminders, etc) details are handled professionally and efficiently.

- **Relationship Management:** Build and maintain relationships with clients, partners, and other key stakeholders. Facilitate communication and act as a liaison between the executive director and others.
- **Problem-Solving:** Proactively identify issues and implement solutions to improve efficiency and effectiveness.

## Qualifications

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**Experience:** Minimum of 5 years of experience as an Executive Assistant or in a similar role. Experience in academia is a plus.

**Education:** Bachelor's degree in Business Administration, Communications, Public Health or a related field is preferred.

### Skills:

- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Experience coordinating or running social media/comms for an organization is a plus
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software, such as G-Suite, Slack and reference management software (eg, PaperPile, EndNote, or Zotero)
- Experience with PubMed searches and navigating scientific journal articles is a plus.
- A basic understanding of website maintenance.
- Ability to handle sensitive information with discretion and confidentiality.
- Exceptional interpersonal skills and the ability to work effectively with a variety of personalities.
- Strong problem-solving abilities and attention to detail.

### Attributes:

- Proactive and self-motivated with a high degree of professionalism.
- Ability to work under pressure and manage multiple tasks simultaneously.
- Flexibility to adapt to changing priorities and the needs of the executive director.