



JOB DESCRIPTION

Position Title	Executive Assistant
Department	Office of the President
Reporting To	President's Chief of Staff
Type of Position	Permanent

POSITION DESCRIPTION

The Executive Assistant to the President will provide executive, administrative, and development support to the President, Vice President Operations and Finance and President's Chief of Staff. The Executive Assistant will be serving as the primary point of contact for internal and external communication on all matters pertaining to the President. The Executive Assistant will serve as a liaison to the President's Cabinet and senior management teams; organize and coordinate executive outreach and external relations efforts; and oversee special projects.

Providing overall facilitation to the President in his day-to-day work routine will be the key job role.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the position include, but are not limited to:

- ✓ To assist the President, Vice President and President's Chief of Staff in day-to-day affairs
- ✓ To run office of the President smoothly and maintain liaison with the entire Habib University Community inclusive of Staff, Faculty and Students
- ✓ Managing an active calendar of appointments; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas, compiling documents and writing minutes for meetings.
- ✓ Support President in his external commitments including service on external boards, committees and other groups
- ✓ Assist Resource Development Team to schedule meetings and events related to existing and potential donors
- ✓ Arranging and Coordinating High Profile Visits
- ✓ Handle expenditures and finances of the office of the President and President's personal expenses; completing expense reports
- ✓ Arrange lunches/refreshments/ events with support of the Events Team
- ✓ Receive, Document and disburse all external communication from Government, authorities or organizations to the relevant personnel in the University.
- ✓ Ensure all documentation related to Board meetings and external communications is developed and disseminated in a timely manner.
- ✓ Provide assistance at front desk operations to include but is not limited to, answering phones, accepting package and other deliveries; and greeting and signing in visitors/guests.
- ✓ Special projects and tasks assigned by the President's Chief of Staff.
- ✓ Any other tasks assigned by the President, President's Chief of Staff or VP Operations and Finance.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	<ul style="list-style-type: none"> ✓ A graduate degree from a reputable and recognized university ✓ Excellent verbal and written communication skills ✓ Able to independently draft high quality documents minutes, brief write-ups, summaries, memos, emails etc.
Required Experience	<ul style="list-style-type: none"> ✓ Minimum 5 years of experience in a relevant role. ✓ Experience of working in an educational institution will be preferred; in order to understand the work dynamics

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1	Communication Skills and Team work	High
2	Stress and Time Management Skills	High
3	Scheduling Tools and Online Meeting Apps	High
4	Proactive, Decision Maker, Calm-minded, Flexibility and Adaptability	High