WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

May 12, 2016

POSITION: ASSISTANT TO THE CHIEF OF STAFF (OFFICE OF THE PRESIDENT)
(Class Code AA75\Administrative Assistant)

BAND: Band 04\Level 01

STARTING SALARY: $26,139 minimum per year; qualifications will determine actual salary

VACANCY: 201662

Minimum Training and Experience:
Bachelor's degree and two years or an associate's degree and four years of executive support experience required. Experience with formal office protocol and etiquette in a fast-paced environment preferred. Proficiency with Adobe Creative Suite, Microsoft Office, and content management systems highly desired.

Knowledge, Skills and Abilities:
Considerable knowledge of data compilation and evaluation practices and techniques; report, correspondence, and procedure writing and formatting; office practices and etiquette; basic research methods; and English usage and grammar. Ability to understand, apply and explain procedures; organize, multitask and prioritize work assignments; prepare a variety of documents and reports; exercise discretion and independent judgment; evaluate unusual situations and resolve them through the application of procedures; communicate effectively verbally and in writing; establish and maintain effective working relationships; collect and evaluate information and make recommendations; project consequences of decisions; maintain confidentiality of information; focus attention on detail; and work independently. Ability to adjust to changing priorities and handle unplanned tasks that often require rapid turnaround and accurate results.

Major Duties:
The Assistant to the Chief of Staff reports to the Chief of Staff and is responsible for providing effective and efficient administrative support to the Board of Trustees and Chief of Staff. Coordinates with the administrative support staff of the President and senior leadership group. Responsible for day-to-day Board of Trustee operations, including requests for tickets, accommodations, information, and other assistance. Monitors and tracks Trustee attendance at on-campus and off-campus events; coordinates with divisional offices to oversee invitations to Trustees. Assists with preparation and dissemination of materials for Board and Committee meetings using Directorpoint software and in preparation of Board presentations. Responsible for the Chief of Staff’s calendar, including the coordination of meetings, travel schedules, conference attendance, and special events. Arranges travel, hotel accommodations, and transportation, as necessary, and prepares travel request and reimbursement forms. Maintains web pages for the President, Board of Trustees, Board of Visitors, and other pages as assigned. Manages the online University policy repository and maintains the website. Assists with the design and creation of PowerPoint presentations. Prepares written correspondence, reports and other data, as directed. Manages the shared digital files of the Office of the President. Responds to written and telephone messages, as needed. Coordinates meeting locations, dates, times, audio-visual needs, and food service arrangements. Ensures that the Chief of Staff is prepared for meetings by supplying pertinent data and documents. Monitors compliance with State rules and regulations. Maintains current knowledge of key constituency groups, including Trustees, community leaders, legislators, alumni, Winthrop leadership, State leaders, and key donors. Performs other related duties as assigned.

To apply, access www.jobs.sc.gov to submit an on-line application no later than May 25, 2016

Winthrop University is an Equal Opportunity/Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.