Position Announcement

Western Connecticut State University
President’s Office
Executive Assistant to the President

Western Connecticut State University is pleased to announce applications are being accepted for the position of Executive Assistant to the President

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Executive Assistant to the President reports directly to and works under the direction of the University President, providing him/her with managerial, administrative, professional, and confidential assistance as required to ensure the successful operation of the office and the University. The position supervises a small staff of clerical and student employees. The position is required to have extensive cooperative and collaborative relationships with staff, professionals, administrators, the public and with professionals in peer organizations and professional associations. The incumbent is expected to collaborate with all departments and users of the services of the President’s Office and to represent the University in a positive manner. Information on Western Connecticut State University may be found at www.wcsu.edu and University President’s Office may be found at www.wcsu.edu/president/

Responsibilities: Among key managerial, administrative, professional, and confidential assistance, essential duties are the following:

- Independently performs complex and confidential duties.
- Assists the University President in a variety of confidential and complex matters regarding budget and personnel.
- Acts as liaison with the Board of Regents office, university staff, students, legislators, other agencies, and the public.
- Acts as a professional and confidential assistant to the University President, including transmission of the University President’s professional and confidential correspondence, maintenance of confidential files.
- Screens and analyzes correspondence, initiating appropriate action such as preparing correspondence and reports, responding to inquiries, directing to appropriate administrators.
- Performs personnel functions, as appropriate.
- Prepares and manages the Office of the University President’s budget.
- Prepares reports and directs staff engaged in preparation of materials and reports for the University President.
- Provides technical assistance to the University President, including researching special information, corresponding, recordkeeping, compiling data, maintaining timetables, and scheduling due dates and activities.
- Acts as the University President’s representative by providing services in sensitive and complex
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situations and in maintaining communications and supplying information.

- Coordinates the President’s travel arrangements, meetings, conferences, special events, and programs.
- Serves on the University President's cabinet; and as a member of the professional staff of the University, participates in meetings and serves on committees as appropriate.
- Manages general operation of the University President’s office, including supervision of personnel.
- Performs special assignments, studies, and administrative functions as directed by the University President and performs other tasks as related to areas of competency.
- The incumbent may be expected to work during evenings and on weekends on occasion, based on the needs of the University President’s responsibilities.

Qualifications: Academic training in business or office administration equivalent to an Associate’s degree, Bachelor’s degree preferred, or an equivalent combination of education and experience in administrative or executive secretarial fields. Incumbent is required to have demonstrated advanced skills and abilities in: proficiency using Microsoft Office Suite, including, Outlook, Excel, PowerPoint, Teams & Word; Principles of secretarial practice with emphasis in quality production of correspondence and reports; Office administration including materials and records organization, scheduling and operating efficiency; Principles and methods of effective and cordial public contact and service; Proven history of strict confidentiality; Methods and techniques of operating in an office environment requiring organizational dignity; and supervisory experience.

Salary & Benefits: Salary range is $55,062 - $88,079 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Prior to extending an offer of employment, the finalists for state employment must prove that they (1) are fully vaccinated against COVID-19; (2) have received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, or has received a single-dose vaccine; or (3) have applied for an exemption from this requirement because a physician, physician’s assistant, or advanced practice registered nurse has determined that the administration of COVID-19 vaccine is likely to be detrimental to their health, or the finalist objects to vaccination on the basis of a sincerely held religious or spiritual belief. Each application for an exemption will be considered on an individualized, case-by-case basis, and any applicant for an exemption must provide appropriate supporting documentation if requested. Executive Order https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-13G.pdf

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials (PDF or Word format only) to: Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line
of email reference: Your Last Name – Executive Assistant. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than **Wednesday, January 5, 2022**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. [http://wcsu.edu/diversity/affirmative-action-data-questionnaire/](http://wcsu.edu/diversity/affirmative-action-data-questionnaire/). Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer