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| <b>Job Title:</b>   | <b>Executive Assistant</b> | <b>Department:</b>             | <b>CMIT</b>  |
| <b>Reports to:</b>  | <b>Executive Director</b>  | <b>Classification Type:</b>    | Exempt   |
| <b>Level/Salary Range:</b>  |                            | <b>Master Job Description:</b> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Supervises:</b>  | N/A                        |                                |  |
| <b>Job Description</b>  |                            |                                |  |
| <p><b>POSITION SUMMARY</b></p> <p>This position provides administrative and secretarial support under the direct supervision of the Executive Director. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload. Maintains professionalism with utmost confidentiality.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>Responsibilities include but not limited to:</p> <ul style="list-style-type: none"> <li>Assists with organization of materials, mail-outs, agendas, minutes and minute books, electronically and hard-copy.</li> <li>Acts as a liaison with other departments and outside agencies, including high-level staff such as CEOs, presidents, senior vice presidents, key public officials, academic leaders, private industry leaders at the local, state, and national levels. Handles confidential and non-routine information and explains policies when necessary.</li> <li>Schedules and organizes complex activities such as meetings, travel, and conferences. Maintains calendar and contacts.</li> <li>Prepares and maintains expense reimbursement records, collects credit card receipts from Executive Director and other CMIT staff, and submits and codes expenses online.</li> <li>Organizes and prioritizes large volumes of information and calls. Processes correspondences and organizes and maintains files for Executive Director.</li> <li>Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.</li> <li>Performs desktop publishing; creates and develops visual presentations for the Executive Director and other CMIT staff. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.</li> <li>Works independently and within a team on special non-recurring and ongoing projects. Acts as project manager for special projects, at the request of the Executive Director which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures.</li> <li>Maintains Non-Disclosure Agreements with Third Parties.</li> <li>Assists Controller and Staff Accountant with audit requests for annual audit.</li> <li>Enters electronic requisitions as needed.</li> <li>Performs other related duties as assigned by CMIT management.</li> </ul> <p><b>MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree preferred, or minimum of five (5) years clerical/supervisory experience. Must possess excellent supervisory, interpersonal, and written skills. Proficient in MS Word, Excel, and PowerPoint.</li> </ul> |                            |                                |  |

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills or abilities and to possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

**Degree of Physical Demand (Strength)**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Physical Demands**

Positions: Standing, Sitting, Walking, Stooping Weight/Force: Lifting, Pushing, Carrying, Pulling

Controls -- Hand/Arm Foot/Leg, Motor Coordination, Finger Dexterity, Manual Dexterity, Eye/Hand/Foot Coordination

**Machines, Tool, Equipment and Work Aids:** Requires the use of machines and/or tools specific to applicable position.

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| Reviewed By:     |  | Date:      |  |
| Approved By:     |  | Date:      |  |
| Last Updated By: |  | Date/Time: |  |