

Purpose

The Executive Administrator Assistant will manage projects and activities for the Executive Director and Fraternity President. This position is an integral part of the Executive Director's team and will perform a multitude of activities such as managing information of a sensitive nature while maintaining confidentiality and exercising sound judgment.

Essential Functions

Provide high-level administrative support and assistance to the Executive Director and Fraternity President.

Perform administrative tasks, including drafting emails, preparing and submitting expense reports, and processing payments and other documents for Executive Director and Fraternity President.

Manage the daily schedule, calendar, and office of the Executive Director.

Arrange travel and accommodations for the Executive Director and Fraternity President.

Manage the coordination and logistics of both internal and external meetings for Fraternity Council, the Fraternity Finance Committee and Fraternity Housing Corporation, including, preparing agendas and PowerPoint presentations, arranging catering, and taking minutes.

Distribute all electronic votes proposed by Fraternity Council members. Keep track of the replies and record on appropriate forms. Notify the proposer of the vote as well as any other pertinent volunteers when the vote is complete.

Receive incoming communication and emails on behalf of the Executive Director, review contents, determine importance, and summarize and/or distribute contents.

Interface appropriately with a broad range of internal and external stakeholders, including Fraternity Council, volunteers, Kappa employees at all levels, and external vendors.

Assist and support the Fraternity's diversity, equity and inclusion (DEI) practices so the individuals work and the department reflect Kappa's mission. Complete job duties with a focus on integrating diverse, equitable, and inclusive practices.

Preferred Education and Experience

Ability to manage sensitive, complex, and confidential information.

Meticulous attention to detail as well as exceptional organization/time management skills.

Excellent verbal and written communication skills.

Problem-solver, forward-thinker and needs-anticipator.

Extremely proficient with Microsoft Office Suite.