



*Sweet Briar College is a liberal arts college for women, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title:** Senior Administrative Assistant – Offices of the President and Vice President of Finance and Administration

**Classification:** Non-exempt, full time

**Reports To:** Executive Assistant to the President

**Job Summary/Objective:** Provide administrative support for the President, Executive Assistant to the President and Vice President for Finance and Administration.

**Position Type/Expected Work Hours:** M-F 8:30 am to 5:00 pm, with flexibility for possible evenings, weekends, and/or holidays as needed for event preparation, special projects, etc.

**Supervisory Responsibilities:**

- Student workers, as assigned

**Essential Responsibilities:**

- Provide senior administrative level support to the President, the Executive Assistant to the President and the Vice President for Finance and Administration
- Functionally report to the Executive Assistant to the President
- Professionally and courteously answer all phone lines and manage multiple calendars by planning and scheduling meetings, conferences and teleconferences.
- Organize and ensure staffing and advance preparation for all meetings of President and Vice President
- Take notes and prepare official minutes as requested
- Prepare reports, spreadsheets and other complex documents
- Draft and distribute correspondence on behalf of President and Vice President (transcribing,
- Typing and processing correspondence-including mail merge letters)
- Prepare and review payment requests and p-card reconciliations
- Organize and maintain filing system for office
- Coordinate general office administrative functions to include, but not limited to, office supplies, maintenance requests, IT & telecom needs, vacation calendars, contact lists
- Enter President's call reports into College prospect management database.

- Assist Executive Assistant and Office of Alumnae Relations and Development in coordinating travel for President and Vice President (obtaining airline tickets, car rental, typing travel itineraries, etc.)
- Assist Executive Assistant in providing meeting preparation support for Board of Directors
- Assist in planning and execution of special events on campus, as needed (invitations, registration, tracking responses, correspondence, schedules, packets, related business)

**Required Qualifications:**

- Associate's Degree from an accredited institution
- Minimum five years of senior administrative experience with increasing responsibility
- The ideal candidate will have highly developed written and oral communication skills, along with excellent organizational and planning skills, political and emotional agility and a strong sense of ethics and integrity
- Tact, diplomacy and persistence are essential qualities, along with the ability to make sound judgements and successfully navigate within varying degrees of ambiguity in a fast-paced, complex and unstructured environment
- Strong critical thinking and problem-solving skills are needed along with the ability to establish and meet goals and deadlines both independently and as a team
- Must maintain confidentiality of information and a professional demeanor at all times
- Expertise in prioritizing work flow and managing multiple projects simultaneously
- Technologically savvy with analytical ability and highly developed computer skills with applications such as Microsoft Office Suite, PowerPoint, Word, Excel and Adobe
- Valid driver's license and insurability

**Preferred Qualifications:**

- Bachelor's degree
- Experience with Google mail/calendar/drive/sites is highly valued
- Proficiency with, or willingness to learn to use, Banner software
- Notary Public Commission in Commonwealth of Virginia or willingness and ability to become a notary public

**Work Environment:** Primarily indoor in an office environment, although some outdoor set up for events and special projects may be needed. Must be comfortable working on a computer for the majority of the day.

**Physical Demands:** Extended periods of sitting/standing and computer use may be required. Will deliver packages and items around campus as needed. Ability to lift 35+ lbs.

**Travel:** Occasional local travel for errands

**Deadline for Submission:** Review of applications will begin immediately and continue until the position is filled.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:** If applying for a faculty or staff position, please submit a **Sweet Briar College employment application**, cover letter, résumé and three professional references to [execassistant@sbc.edu](mailto:execassistant@sbc.edu).

