

# Roberts Wesleyan University

## Job Description

**Job Title:** Senior Executive Assistant to the President

**Department:** Office of the President

**Reports To:** The President

**Status:** Exempt

**Updated:** September 2025

## Job Objective

The Senior Executive Assistant to the President provides high-level administrative, operational, and strategic support to ensure the effectiveness of the Office of the President. This role manages the President's schedule, communications, and priorities; serves as a liaison to internal and external stakeholders; and supports governance, advancement, and special initiatives of the University. The position requires discretion, independent judgment, professionalism, and the ability to represent the President's Office with credibility and integrity.

## Key Responsibilities

### Executive Support

- Manage the President's complex calendar of appointments, meetings, and events, ensuring priorities are met.
- Prepare materials and logistics for meetings, briefings, and events, including Board of Trustees meetings, town halls, commencements, and other university ceremonies.
- Coordinate domestic and international travel for the President, ensuring efficient and cost-effective arrangements.
- Safeguard confidential information and manage sensitive communications on behalf of the President.
- Draft, proofread, and prepare correspondence, reports, and presentations.

### Strategic & Governance Support

- Serve as liaison between the President and senior administrators, Board of Trustees members, donors, alumni, and community leaders.
- Assist with planning and follow-up for strategic initiatives, institutional priorities, and special projects.
- Support preparation and logistics for Board of Trustees meetings, including agendas, minutes, and materials.
- Monitor departmental budgets, prepare budget reports, and track expenditures.

- Intervene and troubleshoot operational process breakdowns as needed.

## **Event & Advancement Support**

- Coordinate and support high-profile university events sponsored by the President's Office.
- Partner with Institutional Advancement to support donor relations, communications, and events where the President is directly involved.
- Represent the President's Office on committees and initiatives as assigned.
- Provide support for university-hosted events that involve the President's family in an official capacity.
- Coordinate with the First Lady's activities related to 1) the President and their travel to donor engagement and 2) ensure that the Presidential House is prepared for city, state, and federal events by coordinating with facilities and security for actions and safety.
- Coordinate the First Lady's activities, specifically managing presidential travel for donor engagement and ensuring the Presidential House is event-ready. This includes collaborating with facilities and security for city, state, and federal events, prioritizing action and safety.

## **Leadership & Team Support**

- Supervise and mentor the Executive Assistant to the President and Board of Trustees.
- Convene meetings of administrative support staff to improve coordination and promote best practices.
- Foster a collaborative, professional, and service-oriented environment in the Office of the President.

## **Job Requirements**

### **Education & Experience**

- Bachelor's degree required (preferred).
- At least 5 years of progressively responsible executive administrative experience, including support of senior leadership.
- Experience supervising staff and managing budgets.

### **Skills & Competencies**

- Exceptional organizational and project management skills; ability to manage multiple priorities in a fast-paced environment.
- Strong communication skills, including business writing, editing, presentations, and public-facing correspondence.
- Proficiency in Microsoft Office Suite and Google Workspace; familiarity with project management tools preferred.

- High level of discretion, professionalism, and diplomacy in handling sensitive and confidential matters.
- Ability to work independently, exercise sound judgment, and anticipate needs.
- Commitment to diversity, equity, and inclusion, and ability to engage with individuals from diverse backgrounds.
- Understanding of higher education governance and organizational structures preferred.

## **Additional Expectations**

Although this position is primarily serving a natural, non-spiritual need of the institution, it is still a spiritual function of the utmost importance. Consequently, it is necessary that while employed, conduct, behavior, and character should be in keeping with the biblical standard as indicated in the scriptures and maintain the values of the Free Methodist Church and Christianity, in general.

## **Position Classification**

- Salary: Exempt; \$60,405.80 annually.
- Supervision of Others: Supervises the Executive Assistant to the President and Board of Trustees; provides leadership to administrative support staff as needed.
- Working Conditions: High level of concentration, frequent interruptions, and periods of stress due to workload and time-sensitive priorities. Requires diplomacy and tact in interactions with a wide range of stakeholders.