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[meadville.edu](http://meadville.edu)

## **Meadville Lombard Theological School Executive Assistant to the President**

(Salary Range: \$45 - \$50K)

Meadville Lombard Theological School, a Unitarian Universalist graduate theological institution located in the Loop of Chicago, is currently seeking a full-time Executive Assistant to the President.

Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville's innovative education model is a low residency program grounded in service learning and an integrated internship. Students travel to Chicago two times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of standard technology formats. The successful candidate must have competency in functioning in a multi-racial, multicultural, and theologically diverse learning and work environment.

Reporting to the President, the Executive Assistant to the President is a full-time 12 month exempt administrative position. The Executive Assistant provides organizational, communication, and project support to the President and the School. They have direct responsibility for carrying out the administrative management of the office and are responsible for a wide range of complex and confidential administrative, operational, and governance tasks, and special projects as assigned. The Executive Assistant supports the President in all areas including student and alumni relations, institutional advancement, board relations, faculty and staff relations, operations, and budget planning. The position carries substantial responsibility and requires a broad range of skills including the ability to edit documents prepared by the President, and the ability to exercise considerable judgment, initiative, discretion, and independence.

### **Job Summary**

The Executive Assistant to the President will be responsible for managing the Office of the President, serving as the primary contact responding to internal and external inquiries about School operations and projects as assigned. They act as a reinforcing voice for key School themes and are responsible for keeping the President's calendar, managing all aspects of the President's Office meetings, travel schedule, appointments, and events to maximize his efficiency. This position is also responsible to oversee office-wide project management as assigned by the President including cross-team collaborations, documentation of processes and policies, and hospitality during on-campus events. This position has broad authority over office management, board meeting logistics, and other support functions as assigned.

Responsibilities of this position include but are not limited to:

- Maintains President's calendar and daily log of activities, and arranges meetings, appointments, travel schedules, and special events. Serves as the recorder and

prepares minutes for meetings of the President. Ensures that needed documents for meetings are collected and disseminated in a timely manner.

- Is responsible for travel arrangements and preparation of President's notes and materials for various meetings and/or presentations. Works with the Development officer on planning special functions and events involving the President.
- Acts as Board Liaison and provides administrative support to the Board of Trustees, coordinating meeting requirements with the trustees, including hotel arrangements, hospitality, and acts as backup for the recording secretary at Board meetings.
- Prepares, analyzes, and oversees record-keeping and office budgets and expenditures in the Office of the President, including forecasts. Submits expenditure and reconciliation documentation on a time basis.
- Ensures consistency, currency, and availability of data posted to our internal drive for campus communications, planning, and information sharing.
- Takes the lead to ensure successful completion of projects as regularly assigned.
- Plans events as assigned.
- Oversees the Office Calendar, managing internal and external booking of events.
- Manages space on campus with rentals and coordinates hospitality, in collaboration with the facilities team.
- Provides administrative and project support to LIGHT and any other areas as requested by the President.
- Additionally, this position performs clerical and administrative support tasks as needed: answers the phone, receives deliveries, photocopies and distributes materials, distributes mail, and arranges teleconference calls, etc.
- Other duties as regularly assigned.

### **Qualifications**

The Executive Assistant to the President will possess a bachelor's degree and have at least three to five years of progressively responsible experience in a related administrative position, preferably in a higher education environment, or an equivalent combination of education and experience. An ideal candidate will have experience in event planning and board relations.

The preferred candidate will be well-organized, have strong and effective verbal and written communication skills, time management and organizational skills, be able to manage different projects simultaneously, and work effectively under pressure. The candidate must be able to work independently without direct supervision.

This position requires someone who will exercise a high level of discretion and has the ability to deal with diverse groups of individuals and situations with a high degree of tact and good judgment. The ideal candidate should demonstrate computer proficiency including Microsoft Office and fluency with internet applications, including website content management systems, and a willingness to learn new applications.

Ability to function as a team player in a fast-paced environment, dependability, sense of humor and enthusiasm are essential.

**Other Required Experience/Aptitudes:**

- Ability to demonstrate an understanding of a mission-based organization.
- Ability to take initiative and organize and complete projects with minimal supervision.
- Ability to handle sensitive and confidential situations with absolute discretion.
- Ability to handle multiple projects, determine priorities, and meet deadline pressure.
- Willingness to work a flexible schedule to accommodate covering School events.

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration, and staff.

Meadville Lombard Theological School offers a competitive salary and benefits package including spouse/partner/family insurance options.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

Interested applicants should submit

- a cover letter,
- resume,
- contact information for three professional references

By email to:

Lisa Kopecky, Interim Business Officer Finance and Administration  
Meadville Lombard Theological School  
[lkopecky@meadville.edu](mailto:lkopecky@meadville.edu)

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED  
Open until filled; apply by November 4 for best consideration.

We thank all applicants in advance for their interest, however,  
ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.