

Holy Cross College
Student Employment
Fall 2019

Title of Position: **Assistant to the Executive Assistant**

Department: Administration

Supervisor: Diane Welihan

Email: dwelihan@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$8.50 per hour

Location: President's reception area

Purpose

This position provides administrative support in the office of the President.

Essential Job Duties

- Create, maintain, and update accurate Word, Excel and PowerPoint files on the college computer network.
- Provide general administrative assistance to Executive Assistant as necessary.
- Provide general administrative assistance as necessary to serve the needs of other college faculty, staff and administration.
- Welcome guests to the Office of the President
- Assist with Board of Trustee meetings; corresponds to board members as needed
- Provide assistance with special events
- Pick up and distribute mail to the department
- Filing
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Ability to maintain extreme confidentiality
- Excellent interpersonal, written, and oral communication skills
- Demonstrated experience using MS Word, Outlook, Excel and PowerPoint
- Strong organization skills and attention to detail
- Must possess professional demeanor when greeting and interacting with guests to the reception area