

Temporary Executive Assistant  
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=151855>

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Posted Dec. 22, 2020, set to expire Apr. 19, 2021

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|-----------------------------|---|
| <b>Job Title</b>            | Temporary Executive Assistant   |
| <b>Department</b>           | Temporary Employment  |
| <b>Institution</b>          | North Carolina A & T State University<br>Greensboro, North Carolina                     |
| <b>Date Posted</b>          | Dec. 22, 2020   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Part-Time/Temporary Staff   |
| <b>Academic Field(s)</b>    | Administrative Support/Services   |
| <b>Apply Online Here</b>    | <a href="https://jobs.ncat.edu/postings/21420">https://jobs.ncat.edu/postings/21420</a> |

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**Job Description**

The responsibilities of the Executive Assistant include, but are not limited to, providing administrative support to the Senior Vice Provost in the management of all units reporting to that position and that are specific to the office of the Senior Vice Provost.

Duties:

- Provide administrative assistance such as writing and editing documents
- Perform minor budget management support
- Monitor and management the Senior Vice Provost's calendar
- Coordinate travel and registration arrangements
- Use various software and be willing to learn new software applications
- Answer phone calls
- Provide updates and check-ins related to daily operations
- Organize meetings and other schedules
- Assist with faculty training and promotion portfolios

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- Record and disseminate notes and presentations for relevant meetings

### Required Skills and Competencies:

- Time management and scheduling
- Work organization
- Ability to plan, schedule and meet deadlines
- Excellent written and oral skills
- Strong attention to detail
- Skills in the following areas:
  - Sufficient knowledge and skills for Microsoft Office Suite, including MS Word, PowerPoint, SharePoint, Calendar and Excel.
  - Independence and the ability work with little supervision
  - Ability to prioritize information and actions
  - Ability to draft presentations, emails, memos, flyers, meeting agendas and other communications materials
  - Capability to maintain confidentiality of information
  - Interpersonal skills
  - Problem solving skills
  - Budgeting skills
  - Information and records administration

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact