

## **EXECUTIVE ASSISTANT**

The Executive Assistant is a member of the staff of the Commission appointed by the Chief Executive Officer. In assisting both the Chief Executive Officer and the Professional Staff to carry out the work of the Commission, the Executive Assistant provides direct assistance in developing and maintaining appropriate systems for production of all materials related to the Accrediting Commission.

Executive Assistant responsibilities include:

- Day-to-day management of the Office of the Chief Executive Officer including communications (oral and written)
- Acting as an effective communication channel between the Chief Executive Officer and the NLNAC staff, Board of Commissioners, and constituents
- Coordination of the Chief Executive Officer's schedule including travel, meetings, etc.
- Organizing and maintaining files and databases related to accreditation processes
- Preparation of materials for meetings including agendas, charts, presentations, and records
- Provision of assistance in matters of correspondence, filing, maintenance of the Professional and Administrative Staff scheduling and calendar, and responding to inquiries
- Directing and coordinating the work of the support staff with their various duties and responsibilities
- Preparation of materials for the Commission, presentations, research projects, and other information
- Development and implementation of effective structures for organizing and carrying out responsibilities related to the office
- Communication in an effective manner with members of the Professional and Support Staff

Qualifications:

Bachelor's degree, substantial administrative experience, and a history of reliability are required. Knowledge of accreditation and higher education is preferred. The person must be energetic, highly motivated, intelligent, and able to work with Professional Staff as well as external constituents. Increasing opportunities for responsibility and growth will be available. Professionalism, loyalty, and ability to maintain confidentiality are essential. Superior organizational and management abilities are required to handle diverse working assignments where quick and accurate response to deadlines is critical. Ability to work independently in developing reports for the Professional and Administrative Staff is needed. Superior written and oral communication skills including excellent computer skills are required. Good interpersonal skills are essential for communicating with the Professional and Support Staff in a resource intensive environment.