



Assistant to the Provost

About Erskine College

The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

We seek a highly organized and proactive Executive Administrative Assistant to provide comprehensive support to the Provost of Erskine College. The successful candidate will possess exceptional administrative skills, discretion, and the ability to efficiently manage a wide range of tasks. This role plays a crucial part in facilitating the smooth operation of the provost's office and supporting key academic initiatives.

Responsibilities

- Serve as the primary point of contact for the provost's office, handling inquiries and correspondence with professionalism and confidentiality.
- Manage the Provost's calendar, schedule appointments, and coordinate meetings, ensuring efficient use of time and resources.
- Prepare and distribute agendas, documents, and materials for meetings, taking minutes when necessary and following up on action items.
- Assist with the organization and execution of special events, academic conferences, and other initiatives led by the provost's office.
- Conduct research, compile data, and prepare reports as directed by the provost, maintaining accuracy and attention to detail.
- Coordinate travel arrangements and accommodations for the provost and visiting dignitaries, making arrangements for transportation and accommodations as needed.
- Assist with budget management, expense tracking, and procurement processes, ensuring adherence to college policies and procedures.
- Collaborate with other administrative staff and departments across the college to facilitate communication and support cross-functional initiatives.
- Handle sensitive information and confidential matters with discretion and integrity, always maintaining confidentiality.
- Perform other duties and special projects as assigned by the provost, contributing to the overall effectiveness of the provost's office and the college.
- Other duties and assignments as determined to be related to operation and effectiveness.

- Exceptional organizational skills, with the ability to prioritize tasks, meet deadlines, and adapt to changing priorities.
- Strong written and verbal communication skills, with a professional demeanor and the ability to interact effectively with diverse stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Demonstrated ability to maintain confidentiality, exercise discretion, and handle sensitive information with tact and professionalism.
- Proactive problem-solving skills, with the ability to anticipate needs, identify opportunities for improvement, and implement solutions.
- Flexibility and adaptability to work independently and collaboratively as part of a team, with a positive attitude and willingness to take on new challenges.
- Knowledge of higher education administration and academic processes preferred.

Qualifications

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission
- Willingness to offer spiritual support to students and staff
- Bachelor's degree

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)