

Assistant to the President

Status: Full time, salary

Posting Date: 09/2018



JOB SUMMARY

Reports To: VCFA President

The Assistant to the President works closely with executive leadership to support and evolve a dynamic, renowned fine arts college. This position serves as a member of the President's senior staff and as such job duties and activities deal with highly sensitive information and require a high degree of professionalism and confidentiality.

The Office of the President operates at a fast pace and requires the ability to switch priorities and plans appropriately and efficiently. The Office of the President has a wide variety of constituents both internal and external, and it requires excellent interpersonal communication skills both written and oral, attention to detail, an entrepreneurial spirit, and the ability to think and act independently as the eyes and ears for the administration.

PRINCIPAL DUTIES & RESPONSIBILITIES

This position provides executive-level administrative support to both the President and Senior Staff. This ranges from simple tasks such as maintaining calendars, coordinating travel, screening visitors, and arranging conference calls and meetings, to serving as the Academic Dean's right hand on accreditation studies, as the Secretary to the Board of Trustees, and as liaison to external groups on behalf of the President, executive staff, and the College in general (e.g., City of Montpelier, Montpelier Alive, NEASC, NASAD, trade organizations, lawyers, architects, agencies, etc.).

The Assistant to the President also assumes responsibility for communications on behalf of the Office of the President, provides the first line of communication for purposes of problem solving and troubleshooting, anticipates problems and questions, and makes recommendations to the President.

QUALIFICATIONS

- Bachelor's degree or equivalent in administration, communications, education, or arts-related field; graduate degree preferred
- Five to ten years of administrative level office experience, preferably in higher education
- Excellent working knowledge of office management systems and technology
- High-level organization skills and capacity for attention to detail

- Outstanding written, oral, and interpersonal communication skills, including a strong eye for proofreading
- Ability to think creatively, entrepreneurially, and strategically
- Strong comfort level with working independently, prioritizing multiple tasks, and meeting deadlines

BENEFITS

Excellent benefits package, including extensive PTO, a defined benefit plan and 401K.

HOW TO APPLY

Please email your resume and cover letter to Angela Paladino at angela.paladino@vcfa.edu.

All current VCFA job openings can be found at vcfa.edu/careers.