

POSITION ANNOUNCEMENT

Executive Administrative Assistant to the Nerman Family President

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for a full-time Executive Administration Assistant. Reporting directly to the President, this individual provides a high level of administrative assistance to the institution's President and Board of Trustees, exercising discretion and judgment. Duties include planning all committee and board meetings, agendas, taking accurate minutes of required meetings, ensuring board members receive appropriate materials and notifications, and maintaining efficiency in the President's office. Effective communication, confidentiality, and attention to detail are essential to this position.

Primary Duties and Responsibilities:

- Maintain confidentiality on all information contained in committee meetings, Board of Trustee meetings, and all business regarding the institution.
- Prepare agendas, meeting notices, minutes, board directory and resolutions for committee and Board of Trustee meetings. Ensure minutes are completed and provided to members in a timely manner. Maintains Board of Trustees' calendar.
- Make arrangements, including travel, for Board members and President, as appropriate. Handle all aspects of travel, create itineraries, and communicate to all necessary parties.
- Orchestrate and attend all committee meetings and board meetings, ensuring the meeting space is appropriately set up and all needs have been attended to. Work with room reservations team and input all meeting onto Presidential calendar and Lumen calendar. Serve as recording secretary for all committee and Board of Trustee meetings. Plan, orchestrate and execute Board Orientation meetings. Stay abreast of AGB best practices, new action items and standard quarterly agenda items.
- Maintain the President's electronic calendar and help maintain President's paper calendar. Prepare materials for all presidential meetings. Manage and calendar open hour's dates, donor meetings (working with Advancement), and cabinet member's vacation calendars. Manage, schedule and post all ongoing meetings with Cabinet members to calendar, add all meetings and holidays to presidential calendar.
- Maintain filing systems for the President's office including electronic filing system on the President's drive.
- Manage supplies, directing the Administrative Assistant to help and order as needed.
- Answer President's line.
- Runs on and off campus errands for the President's office as necessary.
- Prepare drafts, letters, memos and reports, distribute as appropriate, scan and retain electronic copies.
- Plans, executes and coordinates receptions, luncheons, etc. for various groups and programs hosted by the President and Board Chair. Includes but is not limited to: Staff/Employee Awards/Receptions, Potluck Picnic, State of the College, President's Holiday Party, Retirement Receptions for President's Direct Reports and Board Members.
- Act as a main point of contact for industry specific surveys and reports. Collaborates with other departments to ensure timely completion of these surveys and reports.

- Manage efficiency within the President's office and oversees the Administrative Assistant to the office, delegating work as appropriate. Completes performance evaluations and provides guidance and corrective action as necessary to the Administrative Assistant.
- Prepare forms independently and compose letters for the President's signature. Including congratulatory letters.
- Personal Assistant duties as assigned; including, but not limited to, travel for spouse, personal transportation, scheduling personal meetings and appointments, making coffee daily, and working with spouse and President on household calendars.
- Backup for Administrative Assistant including: reception, lumen calendaring, invoicing and budget, filling in at Cabinet and Cabinet Plus meetings, Carriage House management.
- Manage, plan and execute Commencement activities for Board and President, including selection of Commencement speaker and Commencement Marshall, sash orchestration, lunches and dinners, steaming of robes, onsite help for board members and president, ordering robes and awards, work closely with Dean of Students.
- Perform other duties as assigned by the President.

Supervises the Following Staff:

- Administrative Assistant in the President's Office

Requirements for the Position:

- Ability to use latest computer equipment and programs being used by the division. Including, but not limited to:
 - Microsoft office suite products, including Word, Excel, and Power Point.
 - Advanced Excel knowledge including charts, and budget spreadsheets
 - Gmail, Google Docs and Google Drive.
 - Must be proficient on both a Mac and PC.
- Must have strong administrative, computer, organizational and detail skills.
- Ability to self-motivate and function autonomously.
- Possess strong problem-solving skills with the ability to monitor own work and work of those supervised, for accuracy and thoroughness.
- Ability to prioritize and plan work activities and use time efficiently, including responding to emails and requests in a timely manner.
- Ability to shift priorities as required
- Ability to work a minimum of 37.5 hours a week with additional time some evenings and weekends for meetings during peak times. Availability to be on call evenings and weekends via email.
- Ability to lift 50 pounds and transfer short distances.
- Possess manual dexterity sufficient to operate telephones, computers, and phone equipment.
- Ability to speak and communicate clearly in order to accurately convey information in person or by phone.
- Valid driver's license and reliable personal vehicle.
- Ability to hear normal audio levels of speaking whether in person or over the phone.

Education and Experience Requirements:

- Undergraduate degree preferred/ and or

- At least five years of experience working as an assistant to high level executives or administrators.

This job description is only a summary of typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

About KCAI: The Kansas City Art Institute is a four-year, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 700 undergraduate students regionally, nationally, and internationally and has approximately 150 full-time and nearly 100 part-time employees. For more information, please visit www.kcai.edu

Applications deadline and procedures: This position is open until filled. Applications received during the final stage of the search are not guaranteed consideration. Employment is contingent upon satisfactory criminal and sexual offender registry background checks.

Apply by email to: jobs+execadmassist2017@kcai.edu

Attach to the email in PDF format only the following 5 items:

1. Cover letter
2. Resume
3. 3 professional references
4. Salary expectations
5. A personal statement regarding your approach to a high level support role.

Complete application submissions will be acknowledged by return email.

Kansas City Art Institute is an Equal Opportunity Employer.