

West Chester University Foundation
Executive Assistant/Office Manager

The West Chester University Foundation is currently looking for an **Executive Assistant/Office Manager** to join its team!

The **Executive Assistant/Office Manager** provides comprehensive administrative support to the Chief Executive Officer of the WCU Foundation and University Student Housing. The Executive Assistant is responsible for ensuring efficient office operations by providing general office and project support and serves as the main point of contact for the WCU Foundation.

At West Chester University Foundation, we focus on building a team and working environment where individuals can succeed professionally and personally. We work with the mindset that an organization is healthy when we work with passion, respect, innovation, dedication, and a high degree of ethics.

As a member of our team, you will have a direct impact on a meaningful mission that engages donors and other partners to drive student success. We know that succeeding in our mission of helping West Chester students to achieve more is critical and requires incredible talent and teamwork. We invest in our employees by providing the tools, knowledge, and environment necessary to achieve these goals.

More about the WCU Foundation can be found at www.wcufoundation.org.

Essential Job Functions:

- Facilitates the efficient utilization of the Chief Executive Officer through development and coordination of a complex calendar of appointments, meetings, social engagements, and community functions including donors, Board of Trustees, University leadership and vendors.
- Serves as liaison between the CEO and the Board of Directors, donors, staff and external inquires to ensure streamlining of workflow and communication.
- Promotes a positive image of WCUF by greeting and receiving visitors to the CEO's office, responding to inquiries, referring inquiries or problems to the appropriate office or person, resolving problems and following up to determine satisfaction.
- Maintain central filing system of donors for the office, Foundation and Student Housing files and confidential personnel/miscellaneous files for CEO.
- Prepares correspondence for distribution of approval and signature, checking documents for completeness and accuracy.
- Responsible for preparing the CEO's expense report and ensuring all receipts are available prior to submission.
- Complete and processes various expense disbursements and invoices.
- Coordinate events and executive meetings providing project management, space requirements, IT coordination and all other support required for these various and complex events and meetings.
- Works closely with the Chief Advancement Officer, Chief Development Officer and the Foundation's Chief Financial Officer in proofreading and compiling materials for Foundation Trustee meetings.
- Maintain office efficiency by overseeing supplies and equipment by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Tracks and maintains equipment inventory for shared copiers and high-volume printers; completes preventive maintenance; troubleshoots malfunctions; calls for repairs.
- Issues and tracks facility keys and door fobs.
- Maintains door security schedule (updating online due to holidays, snow days, etc.), as well as main voice message recording updates.
- Set-up new hire phone lines and updates WCU Foundation directory as needed.
- Other special projects/duties as assigned.

Job Requirements/Qualifications:

- College degree preferred or any equivalent combination of training and work experience which provides the required knowledge, skill and abilities.
- 5-7 years of related experience required.
- Ability to clearly communicate by email, phone, or in person to obtain and deliver detailed information.

- Ability to present complex information in a form that is easily understood by various audiences.
- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
- Evidence of the practice of a high level of confidentiality. Ability to act with integrity and professionalism.
- Notice, interpret, and anticipate other's concerns or feelings, and communicate this awareness empathetically to others.
- Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation, or government law.
- Ability to anticipate the implications and consequences of situations and take appropriate action and be prepared for possible contingencies.
- Ability to work independently, and to organize and prioritize work.
- Ability to build collaborative relationships.
- Proficiency in MS Office (Word, Excel and Outlook, Teams).

We are pleased to offer a competitive salary range of \$52,000 - \$56,000 commensurate with experience and ability and includes full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website <http://www.wcufoundation.org/careers>. No relocation assistance is available for this position.

Applicants must submit a letter of interest highlighting relevant professional accomplishments, a current resume, three references, and salary requirements.

Please apply by sending requested documents to hr@wcufoundation.org. Review of applications will begin immediately and will continue until the position is filled.

West Chester University Foundation is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation, or any other protected characteristics established by law.