



December 5, 2018

Position open: **Executive Assistant 2**

Location: Evanston, Illinois

Department: Provost's Office/CBC

Northwestern University Job Opening ID 35061

### **Job Summary:**

The Executive Assistant provides specialized, complex, and confidential support to the Executive Director and is a high functioning administrative professional with the ability to manage multiple priorities using discretion, diplomacy, and exemplary judgment. The Executive Assistant independently handles confidential and time sensitive information, prepares routine and advanced correspondence and manages the complex calendar of the Executive Director of the Chicago Biomedical Consortium. Event planning and coordination for CBC-sponsored events required.

### **Specific Responsibilities:**

#### *Administrative Support:*

- High level calendaring/scheduling for CBC Executive Director (ED) (primary business partner) and as appropriate additional scheduling support for CBC events and CBC staff. Applies a high degree of independent judgment and discretion when managing the ED's calendar and the associated complexities. Ensures the ED is prepared at all times with meeting materials and presentations, pertinent information and/or data, and travel itineraries.
- Coordinates travel arrangements, trip materials, logistics related to meetings, travel itineraries. Coordinates meeting logistics, meeting materials and distribution, room reservations and catering needs.
- Coordination with administrative assistants supporting CBC Scientific Directors (SD) and with SD themselves for scheduling matters, including monthly Zoom meetings with SD and CBC staff
- Scheduling quarterly EOB calls including developing relationships with Provost and external advisor's administrative staff
- Scheduling Catalyst and Accelerator Review Boards in coordination with program leads
- Working with CBC staff and SD to schedule/coordinate campus events as directed by CBC ED
- As capacity allows, working with CBC staff to coordinate scheduling of repetitive tasks/reminders of deadlines via BaseCamp
- Integration of CBC ED's internal and external scheduling/calendar, including travel arrangements and financial reimbursement

#### *Event Planning:*

- Event planning, in partnership with CBC staff leads, for CBC-sponsored events including CBCAN, Scientific Symposia, workshops and review boards.
  - Managing event registration via web interface
  - Sending mass and targeted email communications and reminders
  - As part of event team, manning registration table

#### *Communications:*

- Working with CBC staff to own and curate/maintain email and distribution lists for external communications.
- Working with CBC staff in annual data collection, including sending follow-up reminders and tracking compliance from investigators.
- In support of CBC ED, helping to manage communication with Kinship Foundation and Chicago Community Trust including the drafting (and eventually the final versions) the annual request for funding letter(s), acknowledgement of receipt of funds and thank you responses. Maintaining an understanding of deadlines and timing for such communications.

#### *Special Projects:*

- As appropriate, coordinating and scheduling CBC social functions such as “On the Table’.
- In support of Accelerator Award, transcribing comments from ARB and audience members at CBCAN presentations to capture feedback for investigators.
- Providing as needed administrative support for ARB and CRB meetings, including capturing minutes/decisions, tracking of voting and other meeting logistics.

#### *Miscellaneous:*

- Performs other duties as assigned.

#### **Minimum Qualifications:**

- Bachelor's degree or the equivalent combination of education, training and experience from which comparable knowledge and skills can be acquired
- Four or more years of executive administrative support experience, with prior experience in support of a senior leader in a similar role
- Previous experience in marketing, public relations, or a related field strongly preferred
- Demonstrated advanced proficiency with the Microsoft Office Suite of products, particularly PowerPoint
- Familiarity with Northwestern systems (e.g. NU Financials) strongly preferred
- Demonstrated excellent oral and written communication skills
- Ability to demonstrate a calm, courteous and professional demeanor under pressure when working with a variety of situations and/or people
- Proven ability to take initiative and make sound decisions without direction

#### **Minimum Competencies: (Skills, knowledge, and abilities.)**

- Microsoft Office suite of products (Outlook, Word, Excel, PowerPoint), familiarity operating within Mac OS environment. Strong written language skills desirable

#### **Preferred Competencies: (Skills, knowledge, and abilities)**

- Preferred candidate will have appropriate level of scientific literacy/understanding. Working knowledge of WordPress web tools and social media (Twitter, Facebook, LinkedIn, YouTube) highly preferred.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

To apply go to: <https://tinyurl.com/ydhkrrmt>

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Applications will be accepted until **Friday, January 18, 2019.**