

Posting Title: Executive Secretary

Working Title: Executive Assistant

Jobcode: 100301

Salary Range: \$65,000 - \$75,000

Job summary:

We are seeking an experienced and dynamic Executive Assistant to support the work of the Directors of Academic Programming, Community Engagement, and Strategic Partnerships & Industry Relations at the Center for Innovation in Detroit (UMCI). You will provide high-level administrative support and have responsibility for assisting with the execution of the Director's tasks/plans. As the right hand to the Directors, you will excel in this role if your skills and experience include comprehensive administrative experience, exceptional communication and relationship management skills, and an ability to navigate organizational processes. You will be responsible for tasks that require discretion, sound judgment, and the ability to navigate high-visibility situations with confidence and agility. In this position, you will play a critical role in ensuring the smooth execution of the Directors responsibilities and organizational goals.

Responsibilities:

50% - Administrative Support

- Provide comprehensive scheduling support to the Directors, anticipate needs, and manage a complex calendar (coordinate complex calendars by scheduling in-person meetings, virtual meetings, and conference calls)
- Prepare agendas and take minutes at relevant meetings
- Purchase materials as requested
- Coordinate travel itineraries and purchasing and reconcile expenses
- Help with the review and maintenance of website content regarding policies and procedures
- Handle confidential matters using your knowledge of organization practices
- Provide back-up support to other Administration Leadership staff
- Work across a large, decentralized organization with diverse groups
- Represent UMCI to a broad range of individuals through various modes of communication
- Assist with Pcards
- Lead Request for Proposal (RFP) processes as needed, working with Procurement

35% - Event Planning

- Coordinate logistics of in-person meetings, conferences, and events including room reservations, catering, materials preparation, calendar coordination of participants
- Facilitate arrangements for visitors/meetings including communications and meetings or events
- Create and review presentation materials for a wide range of constituents

15% - Project Management

- Manage projects and new initiatives as assigned
- Assist in managing projects and deadlines and improving their workflow
- Create and maintain planning templates for use across units
- Circulate surveys, compile results, and monitor for completion through tools such as Qualtrics, Excel, Google Forms, and Sheets
- Additional duties as needed

Required Qualifications*

- High School Diploma and a minimum of 5 years of administrative and/or project experience
- Demonstrated strong attention to detail and an interest in managing multiple priorities
- Exceptional written and verbal communication skills, with a proven ability to interact effectively with stakeholders at all levels, including leaders and external partners
- Advanced proficiency in managing complexity and ensuring efficient management of tasks

- Advanced proficiency in Google Workspace (Docs, Sheets, Slides, and Drive), Microsoft Office, and Zoom, with the ability to troubleshoot and optimize their use
- Ability to maintain discretion and handle sensitive and confidential information with strong integrity, ethical, and professional standards