



POSITION DESCRIPTION

Title:	Senior Executive Administrator
Organization:	Atlanta University Center Consortium Inc.
Reports to:	Executive Director
Location:	Atlanta, Georgia

OVERVIEW OF THE ORGANIZATION: RE-ENVISIONING OF THE ATLANTA UNIVERSITY CENTER COLLABORATIVE EFFORTS AND RESULTS

The Atlanta University Center Consortium (AUCC) is the oldest and largest academic consortium serving primarily African American students. Its members are four historically black colleges and universities (HBCUs); two liberal arts colleges, a comprehensive research university, and a medical school; that confer undergraduate and graduate degrees across a range of disciplines. Graduates of the Atlanta University Center institutions are leaders in their chosen fields. In addition, AUC research addresses a broad range of issues, with a particular focus on issues and disparities facing minority populations.

Shared Vision for AUCC as an Innovative Think Tank

The Council of Presidents of the Atlanta University Center (AUC), which includes the presidents of Clark Atlanta University, Morehouse College, Morehouse School of Medicine, and Spelman College, have developed a shared vision that shifts the AUCC from an organization focused on the coordination of individual programs and governance councils to an innovative think tank focused on thought leadership, collaboration, and innovation for strategic initiatives that will yield meaningful and effective outcomes for each campus and the AUC. Additionally, the vision for the AUCC is to provide a collaborative space to incubate innovative best practices relevant to the broader higher education community, with special focus and emphasis on underrepresented groups in higher education.

The Atlanta University Center Consortium transformation is aligned across three major areas: (1) academics, research and student success; (2) optimizing campus operations; and (3) economic development and community development, and campus engagement strategies.

POSITION OVERVIEW

The Senior Executive Administrator provides executive level research, operational, and administrative support to the Executive Director and ensures the efficient operation of the organization. The successful candidate must be able to work in a fast-paced environment and effectively and proactively work with a variety of campus and off-campus stakeholders to ensure



AUCC projects are managed on time and with the highest quality. The selected candidate coordinates, completes, and oversees a variety of complex special projects and events. Due to the visibility of the organization and its affiliates, the Senior Executive Administrator must demonstrate the highest degree of professionalism, integrity, confidentiality and discretion in all business matters. The successful candidate must be able to handle multiple tasks and potentially competing priorities in a fast-paced environment. This individual must be extremely well-organized, generate the highest quality of work and set the standards for efficient administrative operations. The individual must also be able to develop effective presentations.

This position will report to the Executive Director of the Atlanta University Center Consortium and will work closely with other administrators and leadership across four campuses as well as senior executives from a wide range of local, regional, and national organizations including funders.

RESPONSIBILITIES

- Serve as the primary point of contact for all matters directed to the Executive Director by internal and external stakeholders. Independently determine appropriate response to issues and ensure successful resolution.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature.
- Develop and design compelling presentations for a wide range of audience for presentation by the Executive Director.
- Serve as a high-level resource and secretary to various high-level AUC Councils including the Council of Presidents, maintaining minutes and developing and implementing effective follow-up protocols
- Complete a variety of administrative tasks for the Executive Director including: managing an extremely active calendar of appointments and exercise judgment regarding priority items; completing expense reports; follow up on contracts; composing and preparing high-level and technical correspondence that is sometimes confidential; developing itineraries and agendas to support the Executive Director and Campus Presidents; and proactively compiling and reviewing documents and summarizing this information for presentation to the Executive Director.
- Work closely and effectively to keep the Executive Director well-informed and updated on upcoming commitments and responsibilities and following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Director updated.
- Coordinate and manage all aspects of meeting preparation for the Executive Director. Document proceedings and track implementation of key action items resulting from these meetings.



- Organize and manage a mechanism for effective and efficient communication among departments and external stakeholders and support the cultivation of ongoing relationships.
- Prepare the Executive Director for key functions and events.
- Ensure that the Executive Director's bio is kept updated and respond to requests for materials regarding the Executive Director and the organization in general.

QUALITIES EXPECTED

- Results oriented: ability to drive organizational goals by anticipating, obtaining critical information, and planning schedules and meetings across a dynamic environment involving the four AUCC member institutions
- Attention to detail: ability to produce a work product that is free of errors
- Communication: uses well-developed analytical, technical, computer and/or oral and written communication skills; develop effective presentations with minimal direction
- Very strong writing skills
- Judgment/Decision-Making: relies on independent judgment to coordinate resources and initiate actions within established guidelines to achieve unit/departmental objectives; makes recommendations/decisions that may affect activities, programs, groups, and/or departmental operations
- Accountability/ Self-Management: uses fundamental concepts, practices, and procedures to provide administrative support and uses fundamental technical capabilities and skills to perform tasks in an assigned area
- Problem-Solving/Analysis: generally interacts with others to analyze information/data, provide advice, opinions, and counsel utilizing problem-solving skills
- Organization Skills- Proven ability to manage complex processes and drive continuous process improvement while maintaining a big-picture mentality
- Demonstrated capacity to produce business correspondence, program plans, status reports, responses to request for information and input and other documents and electronic communications
- Proven experience managing a diverse portfolio of responsibilities with competing deadlines

EXPERIENCE REQUIRED

- Associate's degree required; bachelor's degree preferred. In lieu of educational requirements, experience may be substituted on a year for year basis
- Experience: 7-10 years of related experience



- Knowledge of administrative principles, practices and methods, and the ability to maintain an organized work environment
- Demonstrated ability to successfully support an organization's chief executive officer
- Skill in analyzing a variety of data, detailed and task oriented; ability to manage and perform a variety of routine and complex assignments with considerable independent judgment
- Demonstrated written and oral communication skills
- Ability to establish and evaluate effective working relationships with various levels of professional staff personnel
- Excellent organizational, interpersonal skills, and telephone etiquette
- Must be proficient in Microsoft Office Suite (i.e. Word, PowerPoint, Excel, Outlook)

TO APPLY:

Nominations, inquiries, and expressions of interest should be directed electronically to:

tfortson@aucenter.edu

404-978-2177

AUC Consortium, Inc.

156 Mildred Street, Atlanta GA 30314