

# UNIVERSITY *of* DALLAS

Job Number: 13479UD

**Executive Assistant**

Date Posted: June 07, 2023

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## **WHO WE ARE**

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the [mission](#).

## **JOB DESCRIPTION**

UD is currently seeking an Executive Assistant to provide executive administrative support to the General Counsel and Vice President for Finance and Administration, and CFO (through the Executive Director for Operations). The Executive Assistant manages calendars and serves as a liaison with faculty and staff, vendors, and guests; manages and completes projects as assigned; organizes meetings, compiles agendas, takes meeting minutes, and assists with necessary follow-up; oversees budgets by preparing reports, monitoring spending, and preparing requisite forms, including requests for capital expenditures and check request vouchers; manages other aspects of the budget for Facilities, including but not limited to executing budget transfers, analyzing budget projections, comparing year-over-year spending, and processing invoices for payment; maintain and conduct extensive work within various databases and systems, including DocuSign and FAST; assisting with other duties as assigned to ensure the efficient and effective operation of the Office of the General Counsel and the Executive Director for Operations.

## **PRIMARY RESPONSIBILITIES**

### **Office of the General Counsel (50%)**

- Provide administrative support to the General Counsel.
- Manage calendars, schedule meetings, and other engagements, assist with correspondence.
- Support meetings, including but not limited to scheduling meetings, compiling agendas, taking meeting minutes, and assisting with follow-up.
- Oversee departmental budget, monitor spending, prepare requisite forms.
- Provide technical management and project support in the ongoing campus-wide implementation of DocuSign.

### **Vice President for Finance and Administration (through the Executive Director for Operations) (30%)**

- Oversee departmental budget management and expenses.
- Prepare budget reports, monitor spending, and prepare requisite forms, including requests for capital expenditures and check request vouchers.
- Manage other aspects of the budget for Facilities, including but not limited to executing budget transfers, analyzing budget projections, comparing year-over-year spending, and processing invoices for payment.

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- Support facilities and food service partners in communication and project management with the Executive Director for Operations.
- Maintain various systems and project tracking tools, including FAST, SmartSheet, and Microsoft Office Suite.

## **Office Management (20%)**

- Supervise student workers for the Office of the President, including approving timesheets and scheduling.
- Perform scheduling tasks for the Executive Vice President and Vice President for Marketing, Communications, and Enrollment.
- Manage credit card and invoicing reconciliation and prepare regular budget reports for the Executive Vice President and the Marketing and Communications Office.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree required.
- Expertise in budget management.

## **PREFERRED QUALIFICATIONS**

- 2-3 years of experience in the organizational management and implementation of DocuSign is strongly preferred.
- 2-3 years of working for a Catholic nonprofit organization preferred.
- 2-3 years working for an institution of higher education preferred.

## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**