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# Example of Executive Staff Assistant Job Description

Our company is looking to fill the role of executive staff assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for executive staff assistant

* Implement or support publishing content on major platforms (Facebook, Twitter, LinkedIn)
* Manage reporting including the collection and tracking of results using measurement tools
* Facilitates the efficient utilization of the SVP’s time through development and coordination of a complex calendar of appointments, meetings, social engagements, and University and community functions with individuals and groups
* Serves as a liaison between the Executive and other University administrators and members of the Board of Trustees
* Facilitates the coordination of activities and information flow between the SVP and Community Engagement (CE) leadership team, maximizing teamwork and transparency
* Safeguards confidentiality by exercising discretion in communicating information to faculty, students, staff and the various publics served by the University and in handling administrative records, files, and similar confidential items
* Coordinates the flow of communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications
* Contributes to the overall success of the University and the Community Engagement Department by performing other essential duties and responsibilities as assigned
* Assists in oversight functions by reviewing, monitoring, and approving correspondence and documents prepared by other departments
* Facilitates efficient and cost-effective official travel for the SVP by making travel arrangements and preparing associated approval forms and expense reports

## Qualifications for executive staff assistant

* Strong team player able to interact seamlessly with co-workers
* Positive confident and professional demeanor
* Trustworthy and ability to maintain confidentiality critical
* Dependable and consistent, taking pride in and ownership of your work
* Bachelor’s Degree and No prior experience required in the Administrative area
* Knowledge of company operations, and organizational procedures