Executive Assistant

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Executive Assistant

Job Summary:

The Crummer Graduate School of Business - Dean's Office at Rollins College is seeking a strategic, motivated, and service-oriented Executive Assistant to join their team! The Executive Assistant is a key partner to the Dean, helping to manage time, focus, and priorities effectively. The Executive Assistant should have mature judgment, strong organizational skills, and maintain a calm and professional demeanor. The Executive Assistant will handle conflicting priorities, manage different personalities and commitments, and anticipate the Dean's needs. The Executive Assistant will also support the Associate Dean for Faculty Affairs and the Institutional Alignment Officer (IAO).

Essential Job Functions:

- Strategic Partnership: Act as a strategic partner to the Dean, using discretion and insightful judgement to allocate and protect the Dean's time so they can focus on the overall direction of the School and strategic issues.
- Calendar Management: Manage the Dean's calendar, ensuring it is up-to-date and accurate. Prioritize conflicting needs, handle matters expeditiously and proactively, and schedule impromptu and urgent meetings as requested.
- Communication Management: Act as a bridge for smooth communication between the Dean's office and internal departments via the Associate Dean for Faculty Affairs and IAO, maintaining confidentiality with discretion and diplomacy.
- Project Management: Manage select projects with plans, timelines, and resource allocation; track all project deliverables by monitoring and reporting progress.
- Supervision: Supervise the Program Manager for Faculty Support.
- Board Liaison: Act as the primary communication liaison between the Dean's Advisory Board and the Crummer Graduate School of Business. Coordinate all aspects of Board meetings, including logistics, presentations, agendas, and minutes.
- Personnel Support: Maintain faculty personnel files and assist with the faculty recruitment process. Maintain repository of staff job descriptions.
- Travel Arrangements: Coordinate travel to maximize the effectiveness of the Dean.

Minimum Qualifications & Education:

- Bachelor's degree or an equivalent combination of college and related work experience.
- Related work experience (office, administrative) with progressively responsible administrative/executive level support.

Preferred Qualifications:

- Experience working in a university/college setting.
- Knowledge with AI tools, Adobe Acrobat, and experience with CRM software and other common programs applicable to business and higher education.

Knowledge, Skills, & Abilities:

- Demonstrated ability to prioritize work, handle multiple tasks, manage, and meet deadlines.
- Strong organizational skills and meticulous attention to detail.
- Demonstrated ability to map, manage, and track projects that involve multiple stakeholders.
- Excellent oral, written, and interpersonal skills, along with excellent customer service skills.
- Demonstrated ability to handle confidential matters and exercise professional discretion and diplomacy.
- Ability to work collaboratively as well as independently; ability to lead and follow.
- Ability to adapt and learn new technology with minimum guidance, utilizing technology to maximum efficiency.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point).

Work Schedule:

The Executive Assistant is a full-time,12-month appointment, scheduled to work 7.5 hours/day, 37.5 hours per week. The schedule for this role is Monday to Friday, 8:30 am to 5:00 pm*.

*Flexible schedules or overtime may be required to meet the demands of the event calendars.

Work Environment:

- Campus-based, front-facing customer service position, working in an office environment.
- Regular use of a computer and databases.

Instructions to Applicants:

To apply, please submit an online application and upload the following materials:

1. Resume
2. Cover letter (optional)

Review of applications will begin immediately and continue until position is closed.

Benefits & Perks:

- 15 Days - Paid Time Off (vacation, sick and personal time)
- 10 Days - Paid Holidays
- 5 Days - Paid College Closure Days
- Eligible for Medical, Prescription, Dental & Vision Insurances (within 30 days of hire)
- 100% Employer-Funded Health Reimbursement Account ($125+/month)
- 100% Employer-Paid Short & Long Term Disability Insurance
- Domestic Partner Benefits
- 11.5% Employer Retirement Contributions
- Discounted On-Campus Dining Meal Plans
- Free On-Campus Parking
- Free Access to Campus Amenities (gyms, pools, library, sporting events, and more)
- Free Full Tuition for Employees and their Families
- Pet Insurance
- 100% Employer-Funded Employee Assistance Program
- Flexible Spending Accounts
- Award-Winning Wellbeing Programs
- Plus More!

Additional Perks:

- Rollins College is conveniently located on multiple Lynx Bus Routes (Winter Park/Rosemont-9 & Winter Park/Springs Village-23) and within walking distance from the Winter Park SunRail Station
- Local & National Discount Programs, including Winter Park Locations (i.e. shops, restaurants, gift cards, and more)
- Free E-Training Courses & Professional Development Opportunities
- IT Software & Laptop Discounts (Apple, Lenovo, and more)
- College Bookstore Discounts
- Annual Service Awards & Recognition Programs
- Discover what it's like to live in Orlando: Live, Work, Play and Learn
- Plus More!

Rollins offers a competitive hourly rate, along with our generous full-time benefits package! Click here to review our full-time benefits package.

Our Service
Excellence Philosophy:

At Rollins, we strive to be responsive, respectful, collaborative, competent, and inclusive in all that we do. Whether serving prospective or current students, alumni, local residents, or our fellow faculty and staff colleagues, these standards define the Rollins service experience.

Click here to learn more about our commitment to Service Excellence at Rollins College!

Equal Employment Opportunity:

Rollins College is an equal opportunity institution. Rollins does not discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by College policy or federal, state, or local law for employment and in our educational programs and activities. To learn more about our commitments, visit click here. Any applicant who requires reasonable accommodations for any part of the application or hiring process may contact us by phone or in writing to mailto:humanresources@rollins.edu< /a>" href="humanresources@rollins.edu" TARGET="_blank">https://apptrkr.com/get_redirect.php?id=7175195&targetURL=mailto:humanresources@rollins.edu" target="_blank">humanresources@rollins.edu | 407.646.2102.
Employment Eligibility:

All new employees must be eligible and show employment eligibility verification by the first date of employment at Rollins College, as legally required (e.g., Form I-9). Rollins College will require proof of authorization to work in the United States. Further, based on the September 19, 2025, Presidential Proclamation and accompanying guidance from the USCIS and Department of State, the College may not be able to offer H-1B sponsorship. Particularly the College is not able to pay the required fee accompanying new H-1B visa petitions.

FLSA Status:

Non-Exempt

Service Months:

12

To apply, visit https://jobs.rollins.edu/jobs/executive-assistant-orlando-florida-united-states-winter-park-fl

Rollins is the best college in Florida, but don't just take our word for it. See what the experts are saying. Explore all of the ways Rollins is top ranked-from our academic excellence and expert faculty to our unparalleled campus and one-of-a-kind study abroad opportunities.

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