

Pacific Union College

Job Description

Position Title:	Executive Assistant – Part time	Exemption Status: Non Exempt
EEO Classification:	Administrative Support Workers	Job Code: 43-6010
Department:	Financial Administration	Position ID: 50510EXAPT
Reports To:	VP of Finance	Wage Scale: I-E
Last Update:	6/10/2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

- Teamwork:** A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
- Integrity:** A necessary component for cultivating trust and mutual empowerment within our community.
- Professionalism:** A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
- Service:** A value and action rooted in our spiritual heritage.

JOB SUMMARY

Provides high-level administrative and operational support to finance leadership, ensuring timely flow of information and coordination of daily operations and planning, including managing confidential and sensitive financial matters.

ESSENTIAL FUNCTIONS

- Support the Vice President for Financial Administration / CFO and the Executive Director for Financial Administration to ensure timely flow of information to and from the finance office. Responsible for the daily coordination of activities (operations and planning).
- Handle details of a highly confidential and critical nature and function efficiently and effectively in a fast-paced professional environment.
- Assist with various employee housing-related functions including giving housing tours to prospective employees.
- Support the creation of new and revision of existing commercial property lease agreements and other contracts.
- Prepare Board of Trustees and Committee presentations and materials and work with and bring together cross-functional coordination between programs and departments.
- Assist with purchases for select departments, credit card reconciliation process and tracking of expenses
- Support the development and maintenance of administrative and financial procedures, helping streamline workflows and ensure consistency across processes.
- Serve as liaison between finance and other departments to gather information, clarify requests, and ensure timely completion of administrative and financial tasks.
- Perform other related duties as assigned

EDUCATION and EXPERIENCE

Associates or Bachelor’s Degree required
2 years of Work Experience preferred

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- Excellent written and verbal communication skills
- Ability to keep sensitive information confidential
- High degree of organizational skills
- Ability to multi-task with numerous projects
- Team player and contributor
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Customer service oriented
- Ability to work with minimum supervision
- Ability to function in stressful situations
- Able to work flexible hours as needed

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lit and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor’s Printed Name

Supervisor’s Signature

Date