

Pacific Union College

Job Description

Position Title:	Executive Assistant to VP for Acad. Admin	Exemption Status: Non-Exempt
EEO Classification:	3 – Professional	Job Code: 43-6011
Department:	Academic Administration	Position ID: 35010EXAST
Reports To:	Vice President of Academic Administration	Wage Scale: I-E
Last Update:	7/14/2026	

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

<u>T</u> eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u> ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u> rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u> ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

Provides high-level administrative, operational, and project management support to the Vice President for Academic Administration. Coordinates the daily operations of the Office of Academic Administration, facilitates communication across academic departments and administrative offices, manages contracts for full-time faculty and adjuncts, manages confidential academic matters, and ensures the timely execution of institutional priorities.

ESSENTIAL FUNCTIONS

- Support the Vice President for Academic Administration in coordinating daily operations, strategic initiatives, and long-range planning for Academic Administration.
- Handle highly confidential and sensitive academic, personnel, and student matters with professionalism and discretion.
- Coordinate faculty appointments, promotion, tenure, evaluation, and contract processes.
- Assist with faculty recruitment by coordinating onboarding activities.
- Assist with academic calendar planning and coordination across departments.
- Coordinate communications with faculty, school deans, department chairs, program directors, and administrative offices to ensure timely completion of projects and requests.
- Assist with budget tracking, purchasing, expense reconciliation, and administrative records for the Office of Academic Administration.

- Develop, maintain, and improve administrative procedures and workflows that enhance the efficiency and effectiveness of Academic Administration.
- Serve as the primary point of contact for the Office of Academic Administration, providing exceptional customer service to faculty, students, staff, and external constituents.
- Perform other related duties as assigned.

EDUCATION

- Associate or bachelor's degree preferred.
- Three or more years of progressively responsible executive administrative support experience preferred.
- Experience in higher education is highly desirable.

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to maintain strict confidentiality and exercise sound judgment.
- Ability to coordinate multiple projects with competing deadlines.
- Strong attention to detail and accuracy.
- Excellent customer service and relationship-building skills.
- Ability to work independently while exercising initiative and good judgment.
- Ability to collaborate effectively with faculty, administrators, trustees, and external partners.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, Teams, and other office productivity software.
- Ability to learn institutional systems including Colleague, Canvas, EvaluationKIT, Formstack, and other enterprise software.
- Ability to function effectively in a fast-paced environment with frequent interruptions and changing priorities.

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. The 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