

Position Title: Executive Assistant to the Provost and Executive Vice President

Reports To: Provost and Executive Vice President

Department: Office of the Provost

FLSA Status: Exempt

Position Type: Full-time, Administrative Staff

Location: Mississippi College, Clinton, MS

Position Summary:

The Executive Assistant to the Provost and Executive Vice President provides high-level administrative support to the chief academic officer of the University. This position requires professionalism, confidentiality, excellent organizational skills, and a proactive approach to managing complex schedules, communications, and projects. The Executive Assistant plays a critical role in the day-to-day operations of the Office of the Provost and serves as a key liaison between the Provost and internal and external stakeholders, including deans, faculty, staff, students, trustees, and community partners.

Essential Duties and Responsibilities:

- **Executive Support:**
 - Manage the Provost's calendar, schedule appointments and meetings, coordinate travel arrangements, and ensure the Provost is well-prepared for all engagements.
 - Screen and prioritize incoming communications, correspondence, and requests for the Provost's time and attention.
 - Draft, proofread, and edit correspondence, reports, and presentations on behalf of the Provost.
- **Office Management:**
 - Serve as the primary point of contact for the Office of the Provost.
 - Maintain organized files, records, and confidential information in both digital and physical formats.
 - Monitor office budgets, process expense reports, and order supplies as needed.
- **Communication and Coordination:**
 - Communicate on behalf of the Provost with internal and external stakeholders in a manner that reflects the mission and values of Mississippi College.
 - Coordinate and facilitate meetings of the Academic Council, Deans Council, and other academic committees, including the preparation and distribution of agendas, minutes, and follow-up materials.
 - Assist with the coordination of academic ceremonies and events, such as Convocation, Commencement, faculty development sessions, and award recognitions.
- **Project Support:**
 - Support special initiatives and projects led by the Provost, including academic planning, accreditation activities, and institutional reporting.

- Track progress on key academic initiatives and ensure timely follow-up on delegated items and deadlines.
 - **Faculty and Academic Affairs Support:**
 - Maintain accurate records related to administrative appointments across campus, and ensure that timelines for different university projects are maintained.
 - Coordinate communications and logistics related to curriculum changes, policy updates, and catalog revisions.
 - **Commitment to Service and Mission:**
 - Uphold Mississippi College's mission as a Christ-centered institution by demonstrating integrity, professionalism, and respect in all interactions.
 - Provide a welcoming and service-oriented environment for faculty, staff, students, and visitors.
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Qualifications:

- **Education and Experience:**
 - Bachelor's degree required; advanced degree preferred.
 - Minimum of five years of experience in executive-level administrative support, preferably in higher education.
 - **Knowledge, Skills, and Abilities:**
 - High level of discretion and confidentiality.
 - Exceptional written and verbal communication skills.
 - Strong organizational and project management skills with attention to detail.
 - Proficiency in Microsoft Office Suite, Google Workspace, and administrative systems such as Banner. Willingness to learn Slate and Digital Forms.
 - Ability to work independently, exercise good judgment, and manage multiple priorities in a fast-paced environment.
 - Commitment to the mission and values of Mississippi College and the Office of the Provost and Executive Vice President.
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Working Conditions:

- Full-time on-campus role (8:00 AM - 4:30 PM Monday-Friday) with rare evening responsibilities during special events or peak academic periods.
- Professional attire and demeanor required.
- Supervision of graduate assistants.