Job title: Executive Assistant to the President  
Department: President’s Office, Murray Edwards College  
Outline:  
- To take ownership of and manage all aspects of administrative support to the President;  
- To liaise with all departments within the College effectively and diplomatically;  
- To act as the first point of contact for the President in all external matters including the alumnae and potential donors, senior officials etc.  
Reporting to: President  
Reporting to the post holder: N/A  
Working hours: Hours as required to discharge the duties of the post: an average of 37.5 hours per week, possibly with some evening work from time to time. No overtime is payable for this role.  
Term times are the busiest periods and leave of more than one day at a time is not usually possible.  
Working location: Office-based  
Salary and Job band: College job band 5  
DBS check required? Yes □ No □ x  
IF YES, Basic □ Standard □ Enhanced □

Main duties and responsibilities:  
- Provide comprehensive and varied high-level PA support to the President, operating at the highest professional standard, with pace and the utmost attention to detail.  
- Take ownership of diary management and forward planning, coordinating all arrangements relating to a very busy schedule on the President’s behalf.  
- Act as the first point of contact for the President in all external matters, resolving issues and directing and/or managing enquiries from the alumnae, potential donors and other senior individuals.  
- Ensure the President is fully briefed, with relevant information and papers, in advance of appointments.  
- Monitor and manage the president@ email inbox.  
- Communicate with Fellows, students, department heads and staff across the College, representing the President’s office in a highly sensitive and professional manner.  
- Liaise with the Vice-Chancellor’s Office, University officers and other College Heads of House, as required.
• Organise and book all travel, both UK and international, as required.
• Undertake project work as directed by the President using initiative and planning skills.
• Ensure the smooth running of the President’s office at all times during her absence.
• Maintain a full and accurate electronic and hard copy filing system for the President.
• Draft correspondence and documentation as necessary.
• Demonstrate familiarity with the regulations of the College, and the University.

Other duties:
• Administrative support for the Vice-President, including managing Fellows’ evenings and dinners.
• Organise and manage events such as receptions, dinners, and lectures, hosted by the President, including set-up, issuing invitations, attendance monitoring, promotion, and managing the event in the lead up and on the day/evening.
• Ensure the President’s meetings with prospects and donors, and any follow-up actions, are recorded on the Development database.
• Organise the President’s annual meetings with Freshers, 2nd year students, and postgraduate brunch.
• Prepare the annual budget for the President’s office.
• Support the President with her external/non-University related interests.
• Act as secretary and minute-taker to Health & Safety Committee.
• Act as secretary and minute-taker for the Prevent Working Group (including managing the submission of the return).
• Act as secretary and minute taker for the Race Equality Group.
• Manage the Dining Rights database.
• Assist, as required, with Art Collection administration.
• Provide cover for College Administrator and Bursar’s Assistant as required.

Person Specification

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Skills, knowledge, experience</td>
<td>• The PA to the President will ideally be educated to degree level, or A level as a minimum, with a high standard of literacy</td>
<td>• A degree or equivalent</td>
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<thead>
<tr>
<th>Skills, knowledge, experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>• A highly competent administrator, and experienced Personal Assistant;</td>
<td>• Experience within a College environment could be advantageous.</td>
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<td>• Demonstrable organisational &amp; forward planning skills;</td>
<td>• Familiarity with Raisers’ Edge database would be useful.</td>
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<tr>
<td>• Practical experience of drafting confidential correspondence, and documentation;</td>
<td>• Familiarity with Raisers’ Edge database would be useful.</td>
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<tr>
<td>• Diary management and travel organization (UK and international) in a busy working environment;</td>
<td>• Familiarity with Collegiate</td>
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<td>• Event management skills;</td>
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<td>• Minute taking experience;</td>
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<td>Personal attributes</td>
<td>A strong knowledge of MS Office software.</td>
<td>Cambridge would be useful.</td>
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- Excellent interpersonal skills;
- Professional, confidential and diplomatic approach;
- The ability to work with minimum supervision and using his/her own initiative;
- Confident with the ability to remain calm, work under pressure and to tight deadlines;
- Adaptable and flexible, capable of managing a busy and variable workload, and changing priorities;
- The ability to communicate with all College Fellows, staff, students and College visitors in a professional manner.