



## Atlanta University Center Data Science Initiative

# Executive Assistant

The Atlanta University Center (AUC) Data Science Initiative invites applications for the position of Executive Assistant. The AUC Data Science Initiative is located in Atlanta, GA, and was established in 2019 through a UnitedHealth Group grant. The Initiative facilitates and coordinates data science-focused research, activities, and programs across four historically black colleges and universities (HBCUs), Clark Atlanta University, Morehouse College, Morehouse School of Medicine, and Spelman College, as well as the AUC Robert W. Woodruff Library.

The Executive Assistant provides executive level research, operational, and administrative support to the Director and ensures the efficient operation of the AUC Data Science Initiative. The successful candidate must be able to work in a fast-paced environment and effectively and proactively work with a variety of stakeholders to ensure AUC Data Science Initiative projects are managed on time and with the highest quality. The selected candidate coordinates, completes, and oversees a variety of complex special projects and events. Due to the visibility of the Initiative, the Executive Assistant must demonstrate the highest degree of professionalism, integrity, confidentiality and discretion in all business matters. The successful candidate must be able to handle multiple tasks and potentially competing priorities in a fast-paced environment. This individual must be extremely well-organized, generate the highest quality of work and set the standards for efficient administrative operations. The individual must also be able to develop effective presentations.

This position will report to the Director of the AUC Data Science Initiative and will work closely with the Initiative staff as well as other administrators and leadership across the AUC member institutions as well as executives from a wide range of local, regional, and national organizations, including funders. The AUC Data Science Initiative supports the professional development and training of its staff, should the development or training directly relate to accomplishing the AUC Data Science Initiative's goals.

The Executive Assistant reports to the Director and may also work with AUC Data Science Initiative's staff.

### **Areas of responsibility include:**

1. Serve as the primary point of contact for all matters directed to the Director by internal and external stakeholders. Independently determine an appropriate response to issues and ensure a successful resolution.
2. Research, prioritize, and follow up on incoming issues and concerns addressed to the Director, including those of a sensitive or confidential nature.
3. Develop and design compelling presentations for a wide range of audiences for presentation by the Director.
4. Serve as a high-level resource and secretary to various entities, including the Faculty Advisory Board, maintaining minutes and developing and implementing effective follow-up protocols.
5. Complete a variety of administrative tasks for the Director including: managing an extremely active calendar of appointments and exercise judgment regarding priority items; completing expense reports; follow up on contracts; composing and preparing high-level and technical correspondence that is sometimes confidential; developing itineraries and agendas to support

the Director and Initiative staff; and proactively compiling and reviewing documents and summarizing this information for presentation to the Director.

6. Work closely and effectively to keep the Director well-informed and updated on upcoming commitments and responsibilities and following up appropriately. Act as a "barometer," having a sense of the issues taking place in the environment and keeping the Director updated.
7. Coordinate and manage all aspects of meeting preparation for the Director. Document proceedings and track implementation of key action items resulting from these meetings.
8. Organize and manage a mechanism for effective and efficient communication among Initiative staff and external stakeholders, and support the cultivation of ongoing relationships.
9. Prepare the Director for key functions and events.
10. Ensure that the Director's bio is kept updated and respond to requests for materials regarding the Director and the organization in general.
11. Assist the Director as other needs arise.

**Qualifications Expected:**

- Results oriented: ability to drive organizational goals by anticipating, obtaining critical information, and planning schedules and meetings across a dynamic environment involving the four AUC member institutions as well as other institutions nationally
- Attention to detail: ability to produce a work product that is free of errors
- Communication: uses well-developed analytical, technical, computer and/or oral and written communication skills; develop effective presentations with minimal direction
- Strong writing skills
- Judgment/Decision-Making: relies on independent judgment to coordinate resources and initiate actions within established guidelines to achieve Initiative objectives; makes recommendations/decisions that may affect activities, programs, groups, and/or Initiative operations
- Accountability/ Self-Management: uses fundamental concepts, practices, and procedures to provide administrative support and uses fundamental technical capabilities and skills to perform tasks in an assigned area
- Problem-Solving/Analysis: generally interacts with others to analyze information/data, provide advice, opinions, and counsel utilizing problem-solving skills
- Organization Skills: Proven ability to manage complex processes and drive continuous process improvement while maintaining a big-picture mentality
- Demonstrated capacity to produce business correspondence, program plans, status reports, responses to a request for information and input and other documents and electronic communications
- Proven experience managing a diverse portfolio of responsibilities with competing deadlines

**Experience Required:**

- Associate's degree required; Bachelor's degree preferred. In lieu of educational requirements, experience may be substituted on a year for year basis
- Experience: 7-10 years of related experience
- Knowledge of administrative principles, practices and methods, and the ability to maintain an organized work environment
- Demonstrated ability to successfully support an organization's chief executive officer

- Skill in analyzing a variety of data, detailed and task-oriented; ability to manage and perform a variety of routine and complex assignments with considerable independent judgment
- Demonstrated written and oral communication skills
- Ability to establish and evaluate effective working relationships with various levels of professional staff personnel
- Excellent organizational, interpersonal skills, and telephone etiquette
- Must be proficient in Microsoft Office Suite (i.e., Word, PowerPoint, Excel, Outlook, Teams) and Google Drive Suite

**Working Conditions / Demands**

- Driving for extended periods of time as necessary to organizational meetings and events, sitting in front of a computer for extended periods of time.

**Work Location**

- The Initiative utilizes a work from home model through December 2021, with visits to the Atlanta University Center Consortium and AUC member institutions.
- During working from home, you will be required to provide a space, either your home or another location to work from, at your own expense.

**Position Location:** Atlanta, Georgia

**TO APPLY:**

Nominations, inquiries, and expressions of interest should be directed electronically to:

Applicants should submit a cover letter, resume/CV, and names of three references at

- <https://www.surveymonkey.com/r/aucdsi-employment-application>

Review of applications will begin immediately, and applications received by 11:59 pm ET on October 1, 2021 are ensured full consideration.

*As an equal opportunity employer, the AUC Consortium does not discriminate on any basis protected by applicable federal, state or local law including race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital, veteran status, genetic information or any other legally protected status. The Consortium will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.*