

Executive Assistant – Office of the President

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Executive Assistant** will provide a high level of administrative support to the President and Director of the President's Office of Cranbrook Educational Community. Assist with administrative activities, coordinate office services, manage internal and external affairs including all appointments, meetings, and presentations; monitor department operating budget, possess working knowledge of all phases of Cranbrook Educational Community operations.

Responsibilities include, but are not limited to:

- Schedule appointments/activities and maintain comprehensive calendar. Collect materials/background information and prepare President in advance
- Assist with the preparation of presentations and make logistical arrangements for the following meetings: Board of Trustees, Committee on Trustees, Executive Committee, and other Board-related committees as needed
- Coordinate the development and distribution of the Board of Trustees Directory
- Assist with preparations for special events, including the President's Award for Excellence, Employee Appreciation, luncheons/dinners, and program area fundraising events
- Receive inquiries, exercise discretion in providing information, and direct inquiries otherwise to appropriate individuals
- Open, review, and determine disposition of incoming correspondence. Prepare draft correspondence as appropriate
- Prepare travel arrangements and expense reports for the President
- Monitor and reconcile office operations account expenditures
- Maintain comprehensive filing system
- Provide back-up support to the Chief Operating Officer
- Provide assistance to other departments within Cranbrook House as requested by the President
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook
- Other duties as assigned

Requirements:

- Five years of experience providing administrative support at an executive level required
- High School Diploma or GED required; Associates degree preferred
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint required. Strong familiarity with internet browsers and Cranbrook-specific computer software highly desirable. Demonstrated ability and willingness to learn new applications
- Detail-oriented, advanced editing and proofreading skills highly desirable
- Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 11 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter **(please note that a fully completed employment application is required for consideration):** www.cranbrook.edu/employment