

Executive Assistant

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** provides a high level of administrative support to Executive level Cranbrook Educational Community (CEC) team members. Will assist with administrative activities, coordinate office services, manage internal and external affairs including all appointments, meetings, and presentations, monitor and reconcile department operating budgets, possess working knowledge of all phases of CEC's overall operations. There are two Executive Assistant positions open: one at the Cranbrook Academy of Art and one at the Cranbrook Institute of Science.

Responsibilities include, but are not limited to:

- Answer and screen all incoming telephone calls
- Receive inquiries, exercise discretion in providing information, and direct inquiries otherwise to appropriate individuals
- Schedule appointments/activities and maintain the Executive's comprehensive calendar
- Review and maintain documents of Director/Officer's predictable activities
- Act as a liaison between the Executive and Trustees, Governors, volunteers, donors, vendors, consultants, and CEC staff
- Oversee the administration of meetings and communications
- Assist the Executive with setting agendas for internal staff meetings
- Open, review, and determine disposition of incoming correspondence, prepare draft correspondence as appropriate
- Handle with absolute discretion highly confidential information
- Prepare purchasing card, travel arrangements and expense reports for the Executive
- Monitor and reconcile expense budgets and help with proactive planning
- Make logistical, technical, and catering arrangements for meetings
- Review and maintain office-tracking procedure for all incoming and outgoing requests/acknowledgments from and for the Executive and track follow-up

Requirements:

- Five years of experience providing administrative support at an executive level required
- Experience working in an Independent School/Museum setting preferred
- High School diploma or GED required, an Associate's degree preferred
- Advanced computer skills in Microsoft Office suite of applications (including Word, Excel, and PowerPoint), Adobe, web-based applications and with different internet browsers
- Demonstrated ability to be innovative in the use of technology and willingness to learn new applications
- Detail-oriented, advanced editing and proofreading skills expected
- Demonstrated ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required

- Demonstrated ability to work with confidential information
- Transcription skills highly desirable with an ability to transcribe quickly and accurately
- Requires a valid Michigan driver's license with satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement 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