



POSITION DESCRIPTION AND SPECIFICATION

POSITION TITLE Executive Assistant

DEPARTMENT Office of the President

REPORTS TO The President

CORE FUNCTIONS To provide the President and Executive Team operational and administrative support. In addition, the Executive Assistant is expected to manage employee personnel records and to facilitate institutional advancement among alumni, prospective students, partners and donors.

QUALIFICATIONS

- At least a Bachelor's degree in Business Administration or related field
- Certification and experience in Office Administration

REQUIRED SKILLS

- Computer competency/proficiency
- Familiarity with Social Media communication
- Strengths in public and interpersonal relations
- Excellent verbal, written and communication skills
- Excellent organizational skills
- Adeptness with multitasking
- Strict confidentiality

DESCRIPTION OF ROLE

1. To facilitate the efficient utilization of executive time through coordination of a calendar of appointments, meetings, and social engagements/events coordination.
2. To be the primary liaison officer between CGST and the alumni/partner/donor community
3. To provide information for reports to the President
4. To maintain an active mailing list of members of the alumni, partners, and donor communities
5. To represent the institution on the Executive Committee of the Alumni Association
6. To solicit ongoing consistent financial support from alumni, and donors
7. To facilitate a mutual partnership with the alumni for marketing purposes
8. To assist the alumni in fulfilling its mission as an association
9. To assist with the development of an alumni webpage and social media
10. To facilitate social, academic, and sporting events among alumni, partners, and donors
11. To establish and maintain an efficient records management system for the administrative records of the institution.
12. To aggressively pursue prospective students for CGST

13. To locate and respond promptly to communiqué from prospective students, prospective and current employees and alumni
14. To manage all communication with local and overseas donors and partners
15. To promote a positive image of the President and the Executive Team
16. To contribute to the overall success of the institution by performing other essential duties and responsibilities as assigned.