



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	ExecutiveAssistantto the Vice President of Facilities Management
Department:	Facilities Management
Reports To:	Vice Presidentof Facilities Management

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

This position involves high-level administrative support for the Vice President of Facilities Management ensure she/he can efficiently accomplish key tasks and organizational initiatives. The ExecutiveAssistant is responsiblekeeping the VPFM's communications organized so that she/he can easily access the important information without having to sort through low priority items. Otherduties and responsibilities involve the oversight of the Facilities Management's office operations.

Examplesof Duties and Responsibilities

Provides complex and confidential support requiring discretion and independent judgement in matters of significant

