

# MICHIGAN

## COLLEGE ACCESS NETWORK



### PROFESSIONAL OPPORTUNITY: EXECUTIVE ASSISTANT

The Imagine Fund (IFund) and Michigan College Access Network (MCAN) seek an EXECUTIVE ASSISTANT for its Lansing Office. The Executive Assistant would be employed full-time by The Imagine Fund but support both organizations and work under the supervision of the Directors of both organizations. The role of EXECUTIVE ASSISTANT for IFund and MCAN is critical to keeping the operations of the office running smoothly and efficiently by fulfilling the role of team liaison, program and internal coordination, and administrative support.

The mission of IFund is to ensure access and expand opportunity to higher education for students based on their race, color, sex, ethnicity, national origin and/or other cultural characteristics. IFund does this by raising, managing, and distributing directed scholarships, particularly to students of color. MCAN's mission is to dramatically increase the college participation and completion rates in Michigan, particularly among low-income and/or first-generation students of all ages. MCAN does this by advocating for public policy in support of Michigan students; providing leadership, technical assistance, and professional development to college access professionals; sharing best practices among network members; actively supporting a network of local college access initiatives; helping communities plan and implement new college access strategies; implementing statewide college access initiatives; and strengthening like-minded and mission-aligned partner initiatives.

The EXECUTIVE ASSISTANT will support the office and organizations by overseeing and managing all office procedures and performing a number of functions and responsibilities. The EXECUTIVE ASSISTANT will:

- Oversee general office coordination and perform general office tasks
- Perform telephone reception functions
- Set up and coordinate meetings
- Coordinate the calendar and travel of the staff of each organization
- Interact with constituents, vendors, visitors, and Board members
- Attend Board, committee meetings or other meetings as requested in order to record minutes

- Prepare and respond to correspondence and coordinate mailings
- Maintain organizational records and files including individual contact information, and document organizational activities
- Create and modify documents such as invoices, reports, memos, and letters using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office.
- Conduct basic research and compile data for staff
- Prepare agendas and make arrangements for committee, Board or other meetings
- Provide liaison to our respective board of directors/advisory council and other volunteers and consultants, as needed
- Lend assistance to individual staff members as they execute their respective professional tasks
- Provide support of conferences, meetings, and other special events
- Assist with certain specific budget tasks, including liaison function with CPA
- Purchase office equipment and supplies
- Perform other duties as needed to advance the missions of each organization.

A college degree or valuable credential, and at least three years of relevant work experience in the field, is preferred. A high school diploma and some administrative experience are required. Some management experience is a plus.

A successful candidate must:

- Prioritize work, multi-task, work independently without supervision, and accurately perform duties in a fast-paced environment.
- Have excellent written and oral communication skills, interpersonal skills, and organizational skills.
- Have knowledge of principles and practices of planning, records management, and general administration.
- Have ability to solve problems, pay attention to detail, and follow through on tasks assigned through completion.
- Be computer literate and have extensive knowledge of Microsoft Office Products as well as knowledge of basic office and communication equipment and software such as ScholarSelect, eTapestry, and Constant Contact.
- Have a valid in-state driver's license for local travel.

IFund and MCAN have a strong commitment to diversity and are Equal Opportunity Employers. Interested applicants should send a resume and cover letter detailing salary history and requirements to [hr@micollegeaccess.org](mailto:hr@micollegeaccess.org) by **October 8<sup>th</sup>, 2010**. Questions about this position can be emailed to [Reynolds@theimaginefund.com](mailto:Reynolds@theimaginefund.com) and/or [brandy@micollegeaccess.org](mailto:brandy@micollegeaccess.org).