



Position Title: **Administrative Assistant to the President**  
Division: Administration  
Duty Station: Monrovia, Liberia  
Closing Date: Open until filled  
Salary & Benefits: Commensurate with education, experience, and ability  
Reports To: President of the University  
Apply to: Send your CV, a cover letter, credentials, and 3 references to: [jobs@avc.edu.lr](mailto:jobs@avc.edu.lr)

### **THE UNIVERSITY**

AVC University is an online and hybrid private graduate higher education institution established by a group of information technology, business, and higher education professionals. The institution offers master's degree programs in various information technology security disciplines. AVCU employs media-age technology in creating hybrid academic programs that provides students with the opportunity to be linked to some of the best academic minds around the globe. The University is destined to become the preferred institution for innovative higher education in information security in Sub-Saharan Africa.

### **THE POSITION**

The Administrative Assistant to the President is responsible for the operation of the Office of the President, and the President's daily schedule. The successful candidate will assume major responsibilities in performing a wide variety of highly responsible tasks and confidential work associated with the office of the President. Performance in the role of administrative assistance requires the application of a broad knowledge of policies, procedures, regulations, and rules governing the University.

### **KEY RESPONSIBILITIES**

- Provide sophisticated calendar management for the President. Prioritize inquiries and requests; make judgements and recommendations to ensure smooth day-to-day engagements.
- Perform sensitive and complex tasks and administrative activities exercising independent judgment in relieving the President of details.
- Serve as a recorder for at Board meetings, President's Cabinet, and the University Council.
- Prepare and disseminates correspondence and reports independently or as directed.
- Supervise the organization of records and maintain confidentiality of information.
- Organize, attend, and follow up on various administrative meetings chaired by the President and assume responsibility for the dissemination of materials and recording of meetings arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the President, including those of a highly confidential or critical nature.
- Serve as Board liaison and provide support to the Board of Trustees.

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- Coordinate and plan various events under the auspices of the President's office.
- Work with the Cabinet to coordinate the President's outreach activities; and
- Perform other duties as directed by the President.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have a strong business sense and can decipher priorities and make sound judgment.
- The ability to process administrative details not requiring the attention of the President,
- Has the ability to perform duties at the highest level possible on a consistent basis.
- Has the ability to interact with people at all levels with confident and professionalism.
- Has the ability and temperament to work with sensitive information with team-orientation.
- Must be service focus and dedicated to meeting the expectations of the President, Cabinet and Board of Trustees.
- Has the ability to think creatively and with a sense of urgency to situations and events that require quick response or turnaround.
- Must have expert proficiency with Microsoft Office and Google Email and Calendaring.
- Must be Excellent in verbal and written communication, with suitable time management skills.
- Must have proven ability to meet deadlines and make appropriate, informed decisions.
- Must have exceptional organizational skills and impeccable attention to detail.
- Must have high degree of professionalism in dealing with diverse groups of people.
- Must have the ability to maintain high integrity and discretion in handling information.
- Must have the ability to function well in a challenging environment.
- Must be committed to self-growth and professional development.

#### **EDUCATION / EXPERIENCE**

- Holder of a Bachelor's Degree (master's degree is a plus) in business administration or related disciplines; and a certificate in office administration is an advantage
- Three (3) years of increasingly responsible work experience supporting a senior executive in the academe, business, or related institution.
- Demonstrated knowledge and sensitivity to understanding the diverse academic, socioeconomic, cultural, ethnic background of a university.

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