

Job Description
Administrative Assistant
Office of the President

Position Summary: The Administrative Assistant provides support for the Chief Administrative Support Officer and the President of the university.

- Greet students, prospective students, and visitors to the office.
- Answer and direct incoming calls to the appropriate parties.
- Maintain the President's schedule.
- Book the President's travel arrangements.
- Prepare the President's mileage report.
- Assist with campus-wide activities (Scholarship Dinner, Commencement, etc.)
- Arrange all luncheons and dinners with campus catering.
- Hire, schedule, train, and supervise student workers.
- Assist with Choctaw Ambassador program.
- Produce a yearly Board of Trustees Directory.
- Schedule the President's Conference Room
- Assist the First Lady when needed.
- Assist with Board of Trustees meeting preparation.