

**Senior University Georgetown
Office Assistant
Position Description**

Position Title

Office Assistant, Senior University Georgetown

Nature of Position

Part-time: 20 hours per week on average

Reports to Executive Director

Scope of Responsibility

The Office Assistant, under the direction and supervision of the Executive Director, provides administrative and clerical support for the effective operation of Senior University's business affairs. This support includes, but is not limited to, the key duties and responsibilities enumerated below.

Key Duties and Responsibilities

- Provides a professional presence within the Senior University office: answers telephone promptly and courteously, monitors email correspondence and replies in a timely manner, takes initiative in resolving problems and responding to questions.
- Processes bills and payroll obligations in a timely manner, subject to the treasurer's oversight, by utilizing Quick Books or through credit card payments.
- Performs errands such as trips to the post office, bank, printer, or other concerns.
- Supports the Executive Director and the Board of Directors by making copies, communicating electronically, and performing any other tasks as assigned by the Executive Director.
- Tracks member applications, donations, and registrations for classes and trips, providing data input as necessary.
- Manages supplies and orders or reorders items as necessary.
- Provides support for the Board of Directors and the Executive Director by coordinating and scheduling both regular and special board meetings and the annual membership meeting.
- Assists the Executive Director in tracking progress toward the attainment of strategic objectives.
- Supports class delivery for both in-person and distance presentations, including Zoom, On Demand access, and the details of in-person sessions such as name tags, classroom signage, and the like.
- Makes the logistical arrangements for the Annual Meeting and the meetings of the Board, and supports the work of the Board by distributing appropriate materials and information both before and after meetings.
- Provides support for the officers, Board members, and committee chairs of Senior University in response to requests.
- Maintains the records of Senior University, including the archived records and backups as specified in Senior University's Policies document.

Skills and Knowledge Required

- Ability to communicate effectively, both orally and in writing, including electronic messaging.
- Ability to interact effectively with all constituents of Senior University and to project a favorable image of the organization.
- Competence in managing an office, including responding to messages and communications in a timely manner.
- Familiarity with the current electronic and data management technology necessary in office management (e.g., google, Quick Books, Microsoft Office, and Zoom).
- Ability to maintain confidentiality.