

JOB DESCRIPTION

This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.

Job Title: Executive Assistant		Date: June 30, 2009	
Cost Center #: 261020	Cost Center Name: Office of Chief of Staff	Reports to (first level): Deputy VP/Dean for Medical Affairs	2nd level of Supervision: VP/Dean for Medical Affairs

1. JOB SUMMARY & SCOPE:

Manage the day-to-day operational and administrative activities of the Deputy VP/Dean by organizing the incoming workflow, prioritizing incoming requests, maintaining a control system, and following-up on various issues to ensure timely response. Perform tasks that are diverse and advanced. May work on implementing small scale projects.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and Department.

2. JOB COMPETENCY PROFILE:

- **Client Focus:** Foster a client-focused culture
 - Receive and initiate regular outside contacts on behalf of the Deputy VP
 - May accompany the Deputy VP/Dean on internal or external committees and follow up on actions and tasks required
- **Accountability:** Achieve results through others
 - Identify and assist in addressing areas of weaknesses and opportunities for improvement
 - Follow up on various issues to ensure timely implementation.
- **Organization Awareness:** Understand organization issues, external influences and contribute to internal policies and procedures
 - Handle confidential information which would have immediate negative impact on AUBMC operations, performance, or value if shared beyond its intended audience
 - Interpret departmental policies and procedures, making decisions on specific operating problems
- **Initiative:** Act in a creative and innovative manner
 - Anticipate the Deputy VP/Dean's needs and proactively bring together appropriate people and other resources to support the Deputy VP/Dean in addressing issues
- **Communication skills:** Communicate effectively up, down, and laterally
 - Communicate and handle incoming and outgoing electronic communications on behalf of the Deputy VP/Dean
 - Interact with staff(at all levels) in a fast paced environment
- **Safety and Health Management:** Understand and comply with health and safety policies and procedures
- **Business Acumen:** Understand business fundamentals
 - Understand practical business functions and incorporate them into decision-making
 - Assess, link and follow through on short-term tasks in the context of long-term activities and issues
- **Professionalism:** Demonstrate a positive professional image

- **Problem Solving:** Creative thinking in making decisions and solving problems involving varied levels of complexity, ambiguity and risk
 - Maintain liaison with all levels of administration and faculty to coordinate and resolve problems and issues relative to administrative matters of internal and external nature
 - Participate on behalf of the Deputy VP/Dean in meetings when he is unable to attend in person and take notes on decisions taken and follow-up actions required
- **Information and Records Administration:** Manage and analyze information
 - Type memorandums, policies, committee minutes, manuals, letters, forms, procedures, reports, statistics and other general typing as directed
 - Prepare and update all meetings folders and required materials (including presentation preparation)
 - Conduct research, develop content, and create effective presentations
 - Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- **Planning and organizing:** Determine, organize and design plans
 - Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings
 - Provide direction and prioritization standards for the screening of the Deputy VP/Dean's mail, email, voicemail and appointments using expert knowledge and judgment
 - Organize workshops, conferences, seminars, and other special meetings, including but not limited to making initial contact with participants, prepare documentation to be distributed, and deal with participants' particular requests, as needed
 - Prioritize and manage multiple projects simultaneously, and follow through on tasks and issues in a timely manner
 - Assist in pipeline/forecast preparation and management
 - Arrange travel schedule and reservations for management as needed
 - Adjust work schedules to accommodate changing requirements within established deadlines
- **Computer Skills:** Use a personal computer and related applications to convey and retrieve information
 - Strong knowledge of MS office, including word, Excel, PowerPoint and Outlook
- **English Comprehension:** Present written and verbal messages in an advanced English level
 - Develop and write business correspondence of complex nature
 - Possess an excellent level of written communication skills
- **Attention to detail:** Achieve thoroughness and accuracy when accomplishing a task through concern for all the areas involved

3. KNOWLEDGE:

- Knowledge of medical terminology
- Thorough knowledge of health care systems

4. PRINCIPAL WORKING RELATIONSHIPS:

- Regular contacts with work associates, department heads up to executive levels, faculty and medical body, for coordination purposes

5. CONSEQUENCES OF ACTIONS OR DECISIONS:

- Good time management and proper administrative support increase efficiency and reduce stress in the department

6. SUPERVISORY RESPONSIBILITY:

- None

7. PHYSICAL EFFORT:

- Slight physical effort related to computers and printers, approximately 50% of the working time

8. WORKING CONDITIONS:

- Regular working hours

9. MINIMUM JOB REQUIREMENTS:**Education:**

Minimum Education: Bachelor's Degree in Business Administration or related field

Preferred Education: Masters Public Health or related field

Field of Expertise: Business /Office management

Experience:

Minimum Experience: 3 - 5 years of administrative support experience in related setting

Preferred Experience:

Languages:

Minimum Languages: Arabic and English languages (EEE score \geq 500)

Preferred Languages: French is an asset

Compiled By:

HR Generalist

Date: June 30, 2009

Approved by (Dep Hd, Chairman):

Date:

Hospital Director's Approval:

Date:

HR Director's Authorization:

Date:

Supersedes Description:

Title:

Grade:

Date:

Job Code:

Job Grade:

Date: