**VACANCY ANNOUNCEMENT**

**Executive Assistant**

**Job Title:** Executive Assistant **Grade/Salary Range:** 64/$31,904-$48,800
**Closing Date:** **NCCAT Hiring Range:**  $38,000 - $45,000
**Position Number:** 65009177
**Date Advertised:**

PLEASE REFER TO POSITION # 65009177 on your application

The North Carolina Center for the Advancement of Teaching (NCCAT) is a recognized leader in professional development for public school teachers. Established by the State in 1985 with a mission to advance teaching as an art and a profession, NCCAT is dedicated to serving pre-K through 12th grade school teachers in order to enhance the learning of children of North Carolina. The goal of NCCAT is to attract, retain, and support caring, highly qualified, and skilled teachers necessary to positively impact the quality of public education in North Carolina. The Center’s main focus is a year-round series of residential, off-site programs and seminars in the areas of the most current needs of teachers and state initiatives. NCCAT’s programs support teacher leadership, beginning teachers, and teachers and school districts that want to plan together to develop solutions for their schools.

**Description of Work:**

This person provides administrative support to the Chief Academic Officer and Executive Director at an executive level; is expected to anticipate needs of the Center and organize items and tasks before requested by either administrator and act upon them appropriately and in a timely manner; answer telephone calls for the administrative offices and document messages; communicate with constituents for meetings. The incumbent will also attend meetings and prepare minutes; coordinate and organize information and communication flow with all NCCAT staff; copy and collate materials for program offerings and for projects; establish and maintain administrative files. The incumbent will maintain archival documents; organize materials for various conferences and meetings at the executive level; process travel and check requests as required; schedule appointments for visitors as well as staff members; manage data lists for the organization; and coordinate mass communication correspondence maintenance as necessary.

The incumbent has responsibility to organize and prepare materials in advance of Board of Trustee Meetings and attend the Board Meetings as scheduled. The incumbent will record minutes and transcribe in a timely manner for approval by the Board; prepare and maintain digital notebooks for Board Members and maintain archival Board documents.

The person in this position will also devote approximately 25% of their time to the processing of personnel documents; functioning as the event coordinator for staff to include service recognition, personal acknowledgements such as birthdays, maintain the holiday calendar, and the Sunshine Fund.

**Knowledges, Skills, Abilities and Competencies**

Must exhibit strong communication skills and be comfortable with all venues of communication including in-person interactions as well as telephone, email, text, and others as appropriate.

Must have excellent attention to detail.

Must possess professional writing skills and be able to provide written samples.

Must have in depth knowledge of various technology systems.

Must exhibit a value for education and the public school system.

Must exhibit a sense of humor and have a service orientation to the position and the agency.

**Minimum Requirements**

Minimum Training and Experience: Graduation from high school and four years of progressively responsible administrative/office management experience; or completion of two-year secretarial science for business administration program and two years of experience as described above; or graduation from a four year college or university, preferably with major emphasis on business administration or related field with demonstrable skills in the assigned area; or an equivalent combination of training and experience.

**Management Preferences**

Bachelor’s degree from an accredited institution

Previous work experience in an educational setting is highly desired.

Familiarity with the State of North Carolina Department of Public Instruction technology systems as well as policies and procedures will be given strong consideration.