

Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-to-the-president/>

Assistant to the President

Description

The Assistant to the President, as the highest-level assistant position at the College, provides support to the President in a wide variety of situations to ensure efficient use of her time. This position also interacts with all of the College's constituencies and serves as the liaison to the Board of Directors.

Key Responsibilities

- The Assistant to the President must be consistent at all times, in example and expression, with the tenets and morals of the Roman Catholic faith as articulated by the magisterium of the Roman Catholic Church.
- The Assistant to the President must witness by her/his public behavior, actions, and words a life consistent with the teachings of the Catholic Church and supportive of the mission of Aquinas College.
- The Assistant to the President assists in all aspects of meetings of the Board of Directors and its committees, including preparing meeting minutes and providing hospitality.
- The Assistant to the President keeps careful watch (and regularly discusses with the President) the College's campus-wide calendar of events to determine the President's attendance (or to make timely apologies) well in advance of the event.
- The Assistant to the President serves as the President's gatekeeper to ensure efficient use of her time and, as the highest-level assistant at the College, maintains appropriate professional boundaries with other campus constituents.
- The Assistant to the President, as the primary conduit between the President and others, implicitly represents the College and the President to those who call, visit, or otherwise contact the President's Office and exemplifies the utmost level of professionalism.
- The Assistant to the President prepares meeting minutes for meetings of the President's Cabinet, the Strategic Planning Committee, and any other meetings requested by the President.
- The Assistant to the President performs financial responsibilities at the discretion of the President, including preparation of purchase orders and check requests, deposits, distribution of monthly financial statements, etc.
- The Assistant to the President corresponds with external constituents on behalf of and at the discretion of the President.
- The Assistant to the President receives and submits requests to facilities and cleaning representatives.
- The Assistant to the President performs other responsibilities and duties as assigned by the President.

Qualifications

The individual fulfilling this position would need to be highly organized and detail-oriented. He or she should possess excellent planning and organization skills, as well as strong professional writing skills. Positive interpersonal communication skills are required, as the position requires collaboration with a number of other campus employees. He or she would need to be able to also work independently, be proficient in basic word processing and computer use, and possess a strong work ethic. This position would work closely with and be under the direct supervision of

Hiring organization

Aquinas College

Job Location

Nashville, TN

Date posted

May 14, 2025

Valid through

31.07.2025

Send cover letter with resume to
Sister Cecilia Anne at
president@aquinascollege.edu

the President of Aquinas College. Some flexibility in hours is required on occasion.

Commitment

This is a full-time position. Typical hours are Monday-Friday 8am-4pm, with an occasional need for some flexibility. Start date would be in August 2025.

Send cover letter with resume to Sister Cecilia Anne at president@aquinascollege.edu