



## **Executive Assistant – Office of the COO**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Executive Assistant** will provide a high level of administrative/secretarial support to the Chief Operating Officer of Cranbrook Educational Community. Assist with administrative activities, manage internal and external affairs including all appointments, meetings, conferences and speaking engagements; possess working knowledge of all phases of Cranbrook Educational Community operations.

### **Responsibilities include, but are not limited to:**

- Schedule Chief Operating Officer's appointments/activities and maintain comprehensive calendar. Collect materials/background information and prepare Chief Operating Officer in advance.
- Receive inquiries of the Chief Operating Officer's Office, exercise discretion in providing information, and direct inquiries otherwise to appropriate individuals.
- Prepare travel arrangements and expense reports.
- Review and maintain office tracking procedure for all incoming and outgoing requests/acknowledgements and Chief Operating Officer's follow up (thank you's/holiday cards)
- Monitor and review Chief Operating Officer-specific account expenditures and authorize payments.
- Represent Chief Operating Officer's office on administrative matters as appropriate.
- Maintain a close working relationship with the Executive Assistant to the President, providing back-up support when necessary.
- Coordinate and maintain emergency protocols for Cranbrook House staff including the fan out documents.
- Make logistical, technical and catering arrangements for meetings that include, but are not limited to: Board of Governors meetings, Capital Markets Task Force, Landscape Subcommittee, Finance Committee, Budget Subcommittee, Investment Committee, and Joint Finance/Budget Subcommittee.
- Assemble information packet for Board meetings.
- Take and publish minutes at Board and Committee meetings as assigned and assist CFO with minutes.
- Assist the COO with setting agendas for staff meetings.

### **Requirements:**

- Five years of experience providing administrative support at an executive level required and an Associate's degree in business administration preferred.
- Strong computer skills in Microsoft Word, Excel and PowerPoint required in order to create complex spreadsheets and presentations as the need arises.
- Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required.
- Shorthand skills highly desirable with an ability to transcribe quickly and accurately.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at

[www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)

**(Please note that a fully completed employment application is required for consideration)**