

**NEW ENGLAND COMMISSION OF HIGHER EDUCATION  
EXECUTIVE ASSISTANT TO THE PRESIDENT &  
MANAGER OF COMMISSION RELATIONS**

**General Duties:** The Executive Assistant to the President and Manager of Commission Relations provides support for the Commission President, handles logistics for Commission meetings and helps to facilitate the work of its members. The Executive Assistant reports to the President, directs the office administrative staff, aids in general administration and projects to ensure the efficient functioning of the Commission office and compliance with federal accreditation regulations and works collaboratively with other members of the NECHE staff.

**General Qualifications:** The successful candidate will have a bachelor's degree with at least five years current experience in an office setting. Strong oral and written communication skills and the ability to work independently and as a member of a team. Skilled at prioritizing and accomplishing multiple tasks efficiently and effectively; highly organized with strong attention to detail and an ability to maintain confidentiality of information also required. In addition, an ability to interact professionally with a variety of institutional representatives and members of the public required. Flexibility, good cheer, tolerance for ambiguity, and a sense of humor needed for success in the position. Familiarity with Microsoft office applications required and Salesforce desired.

**Specific Responsibilities:**

The **Executive Assistant to the President and Manager of Commission Relations** reports to the Commission President. The major duties of the position are:

Provide Support to the NECHE President and Office (10%)

- Organizes president's schedule, travel plans, and communications to maximize effectiveness of the executive's time;
- Prepares documents generated by the president.

Manages Commission Meetings and Materials (40%)

- Coordinates details of Commission meetings and maintains related Salesforce records;
- Oversees meeting logistics, including: working with hotel representatives on meeting room set-up, meals, and meeting schedule; working with outside vendors for AV needs, transportation, and outside meals; working with Operations Manager to complete contracts, review bills for accuracy, and complete payments;
- Tracks incoming institutional reports and ensures correct materials are made available to the Commissioners;
- Facilitates communication with Commissioners (attendance, logistics, materials, etc.);
- Assists with inviting and confirming institutional representatives and team chairs attending Commission meetings;
- Attends Commission and Executive Committee meetings, records votes and prepares minutes of meetings.

Provides Support to Commission Members (10%)

- Maintains records of Commission members (e.g., terms, contact information, committee roles, etc.);
- Helps coordinate onboarding process of new Commissioners;
- Receives and tracks Commissioner reimbursements.

Commission Communications (15%)

- Manages the process of preparing, tracking, and sending Commission notification letters;
- Assists with posting press releases and joint statements;
- Maintains Commission's policies and procedures and other information as required for federal compliance;
- Compiles, sends, and posts Meeting Summary of Actions to Department of Ed and other interested parties;
- Manages distribution of membership mailings;
- Assists with responding to requests for assistance from institutions; helps handle public comments and complaints.

General Program and Office Support & Staff Supervision (25%)

- Supervises office administrative staff (two) and monitors workload; provides onboarding and training (as needed).
- Schedules appointments/meetings as may be required for the office; opens and distributes mail;
- Participates in the organization and management of the Commission's Annual Meeting: supports registration, contributes to logistics planning, and assists with speaker and participant follow-up;
- Works with Commission professional staff to coordinate other special meetings.

Other duties as assigned to support the work of the Commission.