



# Position Description

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<b>Title:</b>	Executive Assistant, Assessment Division
<b>Department:</b>	Assessment
<b>Supervisor:</b>	Chief Assessment Officer
<b>FLSA Status</b>	Exempt
<b>Profile:</b>	D

## **Overall Position Purpose:**

This position exists to provide Inteleos, a non-profit certification organization whose staff works with volunteer clinical experts, with a wide range of executive support skills to the Assessment Division, Councils, Assessment Committees, Working Groups and other selected volunteer task forces; working closely with the Chief Assessment Officer (CAO) and Directors within the Assessment Division. The position requires an extremely high level of professionalism and demeanor.

## **Core Responsibilities**

- Provide executive level administrative support to the Assessment Division and the Division's volunteer leadership of the Councils, Committees and Task Forces;
- Provide executive assistant support including calendar management requiring interaction with both internal and external executives, volunteers and assistants, across international time zones, to organize a variety of complex executive meetings on behalf of the division and Inteleos' extensive volunteer community;
- Assist with divisional meeting preparation, take minutes and assure action item follow up; participate in divisional staff meetings; participate in Council and Committee meetings and conference calls;
- Interact directly with Assessment Division Council members and other leaders to assure timelines are met using electronic survey and other tools;
- Coordinate and execute assigned projects and tasks with the Councils and other specified volunteer groups to include appointments for committees and task forces;
- Communicate and assist with incoming and outgoing electronic communications on behalf of the CAO, Division Directors, and Councils;
- Provide assigned executive level administrative support to governance leadership volunteers such as the Chairs of the Councils and Task Forces working with the Assessment Division;
- In cooperation with other Inteleos staff, coordinate, update, and execute corporate volunteer governance policies, procedures, ballot development;
- Coordinate volunteer rosters and track volunteer activities;
- Independently execute, update, and maintain administrative operational policies and procedures, and standing policies of the Assessment Division;
- Work cohesively with the Inteleos Management Team to ensure executive strategies and objectives are executed; and
- Ensure processes/procedures are maintained and followed as required by ANSI for organizational accreditation.

## **Required Education/Experience**

- Associates Degree or equivalent required in related field and
- Seven (7) to ten (10) years' experience in a high-level administrative support position, with at least two (2) years' experience working with a Board of Directors, Councils and/or Board appointed Volunteer Committees.



### **Required Qualifications/ Skills**

- Prior experience and functioning within a non-profit organization or association (preferred) dealing with C-Level executives, Board of Directors and Committees;
- Advanced skills to self-organize, keep timelines and multi-tasking,
- Advanced Microsoft Outlook, Word, and SharePoint skills,
- Advanced interpersonal, communication, and organizational skills,
- Advanced problem-solving skills to include anticipating alternative solutions and contingency planning,
- Advanced information-gathering and information-monitoring skills,
- Advanced skills in writing business correspondence, letters, reports, and establishing meeting agendas,
- Intermediate skills in Excel, PowerPoint and electronic survey tools (Qualtrics, SurveyMonkey, etc.),
- Intermediate office technology skills to operate office equipment,
- Consistent attention to detail, double check all work, with a high-level of professionalism and confidentiality,
- Ability to work and collaborate in a team environment and interact with staff at all levels in a fast-paced environment.
- Ability to identify creative solutions that address time, budget, and quality

### **Inteleos Attributes**

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
  - Creating the global standard of excellence in healthcare and patient safety
  - Excellence – Strive to excel in everything you do.
    - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
  - Continuous Learning
- Have a **Positive “Can-do” Attitude**-being ready, available and willing to get the job done and done well.

### **Supervisory Environment**

- Works under general guidance, with considerable latitude in determining their work objectives.
- Makes decisions of considerable complexity regarding objectives, work design, execution of tasks, projects, etc., which can be ambiguous; decisions have medium to short-term impact on an organizational layer and does impact organizational function.
- Work projects and products are subject to management review for content, quality and appropriateness.
- Incumbent typically has no formal supervisory responsibility

### **Work Environment**

The incumbent will work at a desk in an office environment. Some evening and weekend work and travel will be required. There are minimal requirements to lift or move equipment.

*This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.*

Received by: \_\_\_\_\_  
Employee Name/Signature

Date: \_\_\_\_\_