Posting Notice

Personnel Requisition Details

Job Type Description:	Executive Administrator
FLSA:	Exempt
Secondary Title:	
Scientific Title:	
Position Type:	Staff Position
Division:	Observatory Administration
Location of Position:	Charlottesville, VA
Job Status:	Regular Full Time
FTE:	1
Length of Appointment:	
Work Schedule:	Normal Business Hours
Amount of Travel Required:	None
Number of Positions Supervised:	None
Position Summary:	The Director's Executive Administrator provides executive assistance to the Observatory Director for timely and professional support of his/her priorities, enabling the Director to carry out his/ her duties effectively, and facilitates open communications between the Director and the Observatory staff and external community.
Job Duties Summary:	The Executive Administrator will be responsible for the following: -Keeps the Director fully informed of key tasks and projects being run through the office; -Provides executive-level administrative support for the NRAO Director's communications, travel, files, web page, budget and expenses; -Effectively manages the demands of the Director's schedule (especially with regard to managing multiple, conflicting demands upon the Director's time) including work demands and keeps the office running smoothly in his/her absence, and prepares the director for meetings, appointments, and events, and attends meetings as needed; -Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications; -Coordinates the Director's activities and meetings with Observatory staff at all sites, with AUI and NSF, outside agencies, institutions, committees, and with the astronomical community; -Provides historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions; -Provides support for corporate events, including offering guidance regarding protocol and escorting VIPs;

	-Promotes the Observatory's management initiatives;
	-Maintains working knowledge of observatory policies and procedures;
	-Maintains a high degree of diplomacy and confidentiality throughout all communications;
	-Assists with relocation of new and current employees;
	-Produces executive level reports for PMD and supports administrative needs of Assistant Directors when needed;
	-Coordinates with and provide backup if needed to the Executive Administrator of the Deputy Director/Associate Director of Operations and other administrative assistants; and
	-Special projects and other duties as assigned by the Director.
Competency Summary:	-Excellent customer service and communication and organizational skills;
	-A high degree of judgment, initiative, and tact; and is security sensitive;
	-Perform a wide variety of assignments with little or no supervision;
	-Flexible in dealing with changing priorities.
Minimum Education:	Bachelor's degree or an equivalent amount of education and experience.
Preferred Education:	
Minimum Experience:	A minimum of seven years administrative experience with at least three years in a similar executive office environment.
Preferred Experience:	Familiarity with NRAO or a comparable R&D environment is a plus.
Physical Demands:	
Work Environment:	-Climate controlled office work environment -A willingness and ability to work extra hours frequently and as needed
Requisition Number:	504
Skills & Abilities:	-Familiarity with standard office software such as word processing and spreadsheets, office equipment (phone, fax, copier, scanning, and pc) -Advanced experience with the Microsoft Office software suite (Word, Excel, PowerPoint, Access, Outlook, Visio), and SharePoint along with other electronic documentation management systems
Job Open Date:	03/03/2014
Job Close Date:	
Special Instructions to Applicants:	
Required Applicant Documents:	Resume/Curriculum Vitae Cover Letter
Optional Applicant Documents:	Other Document

The NRAO is an equal opportunity employer (M/F/D/V)