

## **Executive Assistant**

The Executive Assistant assists with both internal affairs and member management and provides general support where needed. The role requires year-round attention but is not labor-intensive. The Executive Assistant plays a key role in helping Executives communicate and remain organized.

### **Responsibilities:**

- Book rooms for on-campus meetings
- Create meeting agendas
- Draft meeting minutes to share with the Executive Team
- Manage member database
- Order food for member meetings as required
- Organize and manage ASBAA email and cloud storage
- Send feedback forms to students following each meeting and event; relay feedback to the Executive Team
- Work with Marketing Manager to send members monthly newsletter
- Create volunteer forms as required

### **Workload:**

- Summer: Low
- Fall: Medium
- Winter: Medium

### **Regarding the Executive Assistant role, contact:**

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