Trudeau Institute

Executive Administrative Assistant

Trudeau Institute, an internationally known biomedical research facility in Saranac Lake is currently seeking a Executive Administrative Assistant to the Chief Administrative Officer.

SUMMARY
Requires ability to handle multiple tasks simultaneously, while prioritizing to meet deadlines. Must be able to effectively and efficiently communicate with a variety of executive, technical and administrative personnel. Must function with flexibility and responsiveness to changes and short deadlines.

Performs administrative and technical functions of a complex nature. Exercises a higher degree of discretion and initiative and has experience in grants administration, board communications & reporting, public relations, events planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

*Executive Administrative Assistant to CAO
-Provides administrative support to an individual or office
-Composes and prepares correspondence
-Prepares final, formal reports and materials for CAO’s presentation to Board Committees and Board meetings
-Organizes and maintains file system and files correspondence and other records
-Coordinates CAO’s schedule, makes appointments and arranges conference calls/video conferences
-Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings

*Grants Administration
-Provides grant support for the Principal Investigators
-Expert ability to navigate multiple websites and systems

*Board of Trustees
-Coordination of board and board committee meetings/conference calls
-Routinely communicate with board members regarding governance
-Prepare final, formal reports and materials for board meetings
*Technology Transfer*
- Organize and track all invention disclosures and patent applications, all Material Transfer Agreements, Confidential Disclosure Agreements and Research Agreements
- Read, interpret and evaluate documents with regard to impact on Institute priorities
- Submission of invention reports to appropriate government agencies

*Immigration*
- Responsible officer for Exchange Visitors Program (J-1 visas)
- Ensure Institute maintains compliance with all aspects of program
- Annual reports, program re-designation

*Events Planning*

*Guest Housing*

*Committees/Meetings*

**SKILLS AND QUALIFICATIONS**

Requires exceptional judgment and discretion
Excellent verbal and written communication skills
Strong organizational skills and ability to multitask
Exceptional attention to detail
Problem-solving and decision making skills

Exceptional computer skills with expert proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat, plus ability to learn new products/tools as available

**EDUCATION and/or EXPERIENCE/ CERTIFICATES, LICENSES, REGISTRATIONS**

Associates degree or equivalent in appropriate field and/or 5-7 years of senior administrative support experience

Interested candidates should send a cover letter, their resume and contact information, including email addresses, of three professional references to:

Kelly Stanyon, Associate Manger, HR
hr@trudeauinstitute.org