**Executive Assistant**

Cleveland Institute of Art invites applications for the full-time position Executive Assistant to President and Vice President of Institutional Advancement. The successful candidate provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President and Institutional Advancement. The Executive Assistant also serves as a liaison to the board of directors and supports special campus-wide projects and events, like Commencement, Convocation, employee events or town hall meetings. This includes tracking and meeting project deadlines and budgets, anticipating the scope and detail of projects and working with other departments to project/event completion. Works with the President’s Cabinet to schedule meetings and transcribes Cabinet meeting minutes. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

A bachelor’s degree required; five to ten years of administrative experience supporting C-Level Executives, preferable in a non-profit organization. The ideal candidate will: have experience and interest in internal and external communications and fundraising; proficient in Microsoft Office and CRM systems. Excellent interpersonal communication skills; ability to handle sensitive information and to maintain highest level of confidentiality; ability to adjust to the changing pace of the office environment.

We encourage applications from members of groups that have been marginalized or underrepresented in art and higher education and who will contribute to the breadth and diversity of our community.

**Compensation**

This is a full-time exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.

**Review of applicants will begin May 20, 2022 and will continue until position is filled.**

*Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and* *actively pursues individuals from all backgrounds. Additionally, CIA complies with all* *applicable federal, state and local laws and provides equal opportunity in all educational programs* *and activities, admission of students and conditions of employment for all qualified individuals* *regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status,* *gender identity or national origin.*

**ABOUT CIA**

The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators.  With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by *USA Today* as the “Best Arts District” in the country.

The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design.  Visit our website at: [www.cia.edu](http://www.cia.edu)

**CIA Vaccination Requirement Notice**

Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.

All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [hr@cia.edu](mailto:hr@cia.edu).