Overview
The Administrative Assistant will provide administrative support to the Global Social Enterprise Initiative (GSEI) and its New Strategies Program. Located at Georgetown’s McDonough School of Business, GSEI aims to prepare current and future leaders to make responsible management decisions that yield both economic and social value. The New Strategies Program, recently acquired by GSEI, is an advance leadership program designed to help nonprofit executives generate added financial support.

Key Responsibilities

- Provide administrative support to GSEI staff and contractors

- Support an MSB professor:
  - Course preparation for the professor including formatting syllabus, managing Blackboard, putting together a course pack and powerpoint presentations, calculating and entering in final grades, and setting up student course evaluations.
  - Booking the professor’s travel for board meetings
  - Troubleshoot for computer related issues
  - Submitting Faculty Reimbursements

- Data entry into Salesforce and data cleanup

- Order office supplies

- Schedule GSEI/New Strategies meetings, format agendas, assemble and disseminate advance briefing materials

- Room reservations for meetings and events

- Manage Pro-card entry and reimbursements for Executive Director

- Organize and manage electronic and hard copy files

- Scan and make photocopies of documents as needed

- Monitor the GSEI general / New Strategies email and phone inquiries. Respond to inquiries or direct to appropriate team member for response.

- Support GSEI staff in preparations for events (name tags, signage, etc.)

- Assemble and prepare electronic New Strategies Forum Participant Workbooks and requisite print materials for forum attendees.

- Other administrative duties
Skills and Qualifications

- Associate’s degree
- Minimum 3-5 years experience in administrative role
- Strong command of Microsoft Office and Excel
- Extremely detail oriented
- Strong organizational skills
- Excellent written and verbal communication skills
- Ability to be proactive, prioritize, manage tight timelines, support multiple staff, and manage multiple tasks
- Excellent judgment skills, diplomacy, and discretion

Interested applications should apply on line ....... ATTN: John Williamson