ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION
JOB DESCRIPTION

The following describes the various aspects of the designated job. Some or all of these aspects may be changed over time, with or without notice, at the sole discretion of the Accreditation Council for Graduate Medical Education (ACGME).

Title: Executive Assistant

Department: Department of Operations

Reports To: Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International (multiple roles held by one person)

Work Schedule: Full-Time

Job Summary

The Executive Assistant provides administrative and operational support to the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International (multiple roles held by one person).

Primary Duties and Responsibilities

The primary duties and responsibilities of this position include, but are not limited to, the following:

- Work directly with the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International in order to support all aspects of his daily work routine.
- Maintain the calendar of the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International, ACGME staff and the public. This includes receiving and screening the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International’s phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
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- Coordinate work with other ACGME staff as needed; play a key role in the coordination of staff efforts both within and outside the department.
- Determine priority of matters of attention for the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International; redirect matters to staff to handle, or handle matters personally, as appropriate.
- Keep the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Routinely perform a wide variety of support duties.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- Sort and triage mail; maintain e-mail and other address directories.
- Compose and prepare letters relating to routine correspondence for the Chief Financial Officer, ACGME; Senior Vice President, Operations, ACGME; and Executive Vice President, ACGME International.
- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate.
- Prepare, reconcile, and submit expense reports.
- Maintain paper and electronic filing systems.
- Maintain confidential and sensitive information.
- Attend meetings and take notes of discussion; prepare initial draft of minutes and summaries.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executive’s as needed.

Education, Knowledge, Skills, and Abilities

- Three to five years work experience providing executive-level support required; related work experience may be considered.
- Bachelor’s degree strongly preferred.
- Strong computer and typing skills required, including expertise with Microsoft suite of software: Outlook, Word, Excel, PowerPoint, and possibly Access.
- Proficient in use of internet.
- Professional and pleasant demeanor essential.
- Work with minimal supervision and exercise independent judgment and tact.
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- Sophisticated telephone presence and skills vital.
- Excellent writing, grammatical, and proofreading skills required.
- Strong interpersonal and oral communication skills required.
- Must possess well developed senses of judgment and discretion to deal appropriately with confidential information.
- Demonstrated ability to manage a workload of diverse tasks and organize and prioritize work flow.
- Must be extremely detail oriented in approaching assigned tasks.
- High tolerance for working under stress of deadlines required.
- Willingness to gladly offer assistance in other areas as requested, flexible and self-initiating approach to taking on other responsibilities and finding additional ways to contribute.

Equipment

Position requires the significant use of standard office equipment such as a computer, keyboard, mouse, photo copier, fax machine, telephone, etc.

Working Conditions:

- Most of the work of the Executive Assistant is done in the ACGME office with the typical physical demands of an office environment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the Executive Assistant:

- Will be required to sit and work for extended periods of time at a computer terminal using various programs and other computer tools.
- Some travel may be required.