

**Administrative Assistant**  
**Washington, DC Location**

The Council for International Exchange of Scholars (CIES), a division of the Institute of International Education (IIE), seeks an experienced Administrative Assistant to provide strong, dependable administrative assistance and support to the Executive Director and Deputy Executive Director; to assist in the supervision of an administrative coordinator; to coordinate schedule and commitments; to anticipate people and situations; to ensure the smooth and effective functioning of the office; to coordinate a wide variety of administrative and clerical details; to keep records for the executive office of CIES including board materials, meeting minutes and other relevant materials; to be a member of the CIES executive team assuming work responsibilities and assignments in support of the executive director and in collaboration with other offices within CIES/IIE as needed.

**Principal Responsibilities:**

1. Assumes responsibility for a variety of administrative details. Reviews ongoing activities with the Executive and Deputy Director to ensure appropriate understanding of objectives and priorities. Attends meetings, as appropriate, including those of a confidential nature, and takes summary notes. Initiates and follows through on action items, memos, etc., carrying out fact-finding assignments as requested.
2. Coordinates office activities and develops long-term office calendar. Manages travel schedule. Provides background material for meetings. Develops work management schedule for projects and priorities which require attention and follow-up.
3. Acts as liaison with staff to keep Executive Director informed of program and other matters, and coordinates and arranges meetings as requested. Responsible for gathering detailed information for such meetings and effectively communicating it to the Executive and Deputy Director.
4. Receives and reviews all incoming material and mail. Screens and routes throughout the organization; takes follow-up action personally where possible to ensure that appropriate action is taken.
5. Drafts correspondence and memoranda and reviews correspondence prepared for the Executive and Deputy Director's signature, checking for completeness, accuracy and tone, and ensuring proper distribution of copies.
6. Receives and screens a broad range of incoming telephone calls from officials of government agencies, CIES sponsors, donors and Advisory Board members; uses initiative, judgment and discretion in handling calls which do not require the Executive and Deputy Director's personal attention, referring calls or answering directly. Places telephone calls to a wide variety of officials in educational institutions, government agencies, foundations, and corporations.

7. Schedules meetings and phone conferences; prepares appropriate notices; gathers and prepares pertinent background information. Arranges out-of-town appointments.
8. Arranges luncheons for Executive Director's office and administrative details of lunches, receptions, and other meetings and conferences.
9. Monitors expenses, including the review of appropriate program charging in the Office of the Executive Director. Supervises the payment of all bills.
10. Manages the office during Executive and Deputy Director's absence. Maintains contact with Executive Director while he/she is on business trips, making sure that urgent matters are referred to the appropriate persons for action.
11. Establishes priorities independently concerning which callers, or which material, should be referred to the Executive and Deputy Director and which should be referred to others for appropriate action.
12. Performs other administrative duties to provide maximum assistance to the Executive and Deputy Director as assigned.

**Qualifications: Education/Experience/Skills**

- Undergraduate degree and a minimum of 5 years of progressively responsible administrative or related educational experience, preferably in an international or educational organization.
- Ability to work dependably without close supervision and be a reliable part of a team.
- Ability to handle a variety of detail and diverse assignments while under pressure of deadlines.
- Sensitivity to and ability to handle confidential information with tact and discretion.
- Familiarity with general office management information systems, and Microsoft Office Suite.
- Ability to work effectively under pressure of deadlines.
- Excellent organizational, administrative, and interpersonal skills.
- Excellent communication skills both written and oral.
- Excellent organizational skills
- Must have and/or acquire thorough knowledge of the policies, procedures and personalities of the organization
- Incumbent is in a highly visible and sensitive administrative position

This position offers a competitive salary and includes a progressive benefits package. Please submit resume & salary requirements to: [CIES-HR@iie.org](mailto:CIES-HR@iie.org). No phone calls please.

*CIES, located at 3007 Tilden Street, Washington, DC 20008 is a division of The Institute of International Education (IIE). IIE is an Equal Opportunity Employer with a strong commitment to diversity.*

EOE/AA/M/F/D/V