

Job Description

Name of the Post

Executive Assistant to President

Introduction

GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Roles & Responsibilities

The recruit shall be responsible for:-

- To perform a variety of administrative tasks, accommodating shifting priorities in a highly charged environment to facilitate President/Provost's ability to effectively lead the University
- Serve as first point of contact with internal and external constituents requesting contact with the President/Provost; screen and prioritize requests for meetings and event attendance; manages complex calendars, provide logistical support and resolve schedule conflicts
- Proper agenda preparations and planning for all the meetings headed by President/Provost at the University
- Preparing and maintaining up-to-date Minutes of Meetings (MoM) for all the type of meetings held by President/Provost at the University;
- Prepare President/Provost's daily calendar; research, summarize, compile and maintain proper documentation of all the records for ready reference;
- Coordinate travel arrangements, registrations for conferences and meetings; make arrangements for public appearances or media interviews in consultation with University Communications
- Coordinate with University Faculty/Staff to ensure all aspects of event details are complete; clarify and brief President/Provost regarding expected role;
- Perform any other duties as assigned by the President/Provost for Academic and Administrative related affairs:
- Any other duty/activity as given by President/Provost to facilitate their working

Qualification

Bachelor's / Master's degree

Preferable: Specialization in IT/Computer Science

Experience

- Preference will be given to the candidate who is technology savvy and possesses good experience / exposure to work as an Executive Assistant to higher echelon / senior executive
- Excellent written and verbal communication skills in English.

	<ul style="list-style-type: none"> • Expertise in Microsoft Office • Proficient in virtual communication tools such as email, social networking, web conferencing tools, Google Meet, etc
Reporting	President
Skills	<ul style="list-style-type: none"> • Excellent knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel) • Ability to manage stress and responsibility • A high level of accuracy and the ability to keep detailed file notes. • Must be capable of interpreting information, with a competent level of problem solving ability • Good Communication Skills both Oral and Written
Remuneration	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ol style="list-style-type: none"> 1. The core salary 2. PF as per applicable statutory norms 3. Yearly Increment based on PMS score
Other Benefits	<ul style="list-style-type: none"> • Group Medclaim, Insurance Policy and Group Personal Accident Policy • Treatment at GSFC Medical Center on applicable terms
Selection Procedure	<p>Stage 1 - Written Ability Test</p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.</p> <p>Stage 2 (a)- Case Study/Assignment:</p> <p>HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview.</p> <p>This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the selection committee during the interview.</p> <p>Stage 2 (b)- Interview Process:</p> <p>In this phase, interviews of shortlisted candidates will be conducted by the Selection Committee</p>
Tenure of Appointment	<p>The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year.</p>

The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

Location

Vadodara, Gujarat.