



Hartford International
UNIVERSITY FOR RELIGION & PEACE

Hartford International University is seeking an Executive Assistant to the President

Hartford International University for Religion and Peace, a 187-year-old institution with programs that focus on interreligious dialogue and peacebuilding, is seeking a motivated and detail-oriented Executive Assistant to the President to join a growing team. Diversity, equity, and inclusion have been part of our DNA for decades, and we are committed to building a diverse and inclusive staff to support our diverse student body and constituents. Hartford International is an equal opportunity employer.

Hartford International is in the midst of an exciting process of strategic change: redesigned academic programs, new partnerships, and emerging centers. In 2021, we changed our name from Hartford Seminary to Hartford International University for Religion and Peace (HIU) to better represent our longstanding mission as a place that builds community and works toward peace through interreligious understanding.

The Executive Assistant to the President will provide high-level, comprehensive support to the President, and will serve as a liaison to the Board of Trustees. In this essential and important role, the Executive Assistant will utilize strategies to conserve the President's time to work on strategic initiatives. This position will report directly to the President, and work closely with the Senior Leadership Team.

Position Overview

As a key member of the President's team, the Executive Assistant will keep the President informed and prepared for various Board meetings, appointments, travel, and a range of other duties. Maintaining a busy, high-level office with professionalism, organization, and administrative skill set will be essential to thriving in this role. There are opportunities for professional development and advancement in this position. In-person work is required, with some flexibility for remote work.

Key Responsibilities, Functions, and Skills

- Establish and maintain a harmonious, congenial, and informed atmosphere to support the President.
- Handle confidential material and matters in an appropriate and discrete manner.
- Provide staff support for Board and Committee meetings, including preparation of meeting material, and taking minutes.
- Strong time management and multitasking skills to ensure completion of and meet important deadlines.
- Attention to detail and strong verbal and written communication skills
- Manage the President's calendar and assist with monitoring and answering emails.

Qualifications

We are seeking a candidate with excellent organizational skills and an ability to work independently and multi-task. Must maintain strict confidentiality at all times. Must exercise good judgment in delicate situations and possess excellent interpersonal skills and initiative. Familiarity with religious communities a plus. Administrative experience and college degree strongly preferred.

Applications and Nominations

To apply or nominate a candidate, please contact humanresources@hartfordinternational.edu.

If applying, a resume, cover letter, and three professional references are required. Only candidates who are selected for interviews will be contacted.