

Job Title	Assistant to the President
Employer/ Agency	Brazos Presbyterian Homes, Inc.
Job Description	Provide primary support to the President's Office as well as provide support for the Board of Trustees at Board Meetings.
Qualifications	<p>Requires in-depth understanding of a comprehensive field of knowledge. This field of knowledge is normally associated with the attainment of a Bachelor's degree in a related field. Bachelor's degree in a related field required. Minimum 4 years prior related experience supporting senior level management required. Requires proficient ability to speak, read and write English. Requires excellent presentation skills. Requires ability to communicate clearly and make self-understood effectively in face to face interactions; articulate with accuracy to communicate using the telephone. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise. Requires ability to concentrate on find detail with frequent interruption; ability to focus attention on tasks for 10-20 minutes at a time on a continuous basis, and 20-60 minutes on occasion. Requires ability to understand and relate to specific ideas one at a time and to the concepts behind specific ideas; ability to remember verbal and written tasks/assignments from a few hours to several day periods. Requires ability to establish and maintain effective professional relationships with staff, Board of Trustees, and a variety of individuals, groups, and public. Requires ability to work under pressure and remain flexible as priorities change; ability to effectively communicate orally and in writing and speak in front of groups. Requires ability to work under minimal supervision; exercise excellent professional judgment. Requires ability to travel to various geographic locations and some overnight stays. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Brazos's insurance policy. Must be age 21 or older to drive on behalf of Brazos Presbyterian Homes. Requires ability to maintain confidentiality. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required. Requires commitment to Christian principles and teachings both professionally and personally. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects. Work deals mostly with areas such as preparing and reading data and figures, records, reports, visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination. Requires ability to walk, stand and sit, sometimes for prolonged periods of time. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability. POSITION CRITICAL SKILLS: Planning and Organizing.</p>

Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments for personnel and appropriately allocate resources. Self-management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure. Research. Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation. Willingness to Learn. Assimilate and apply new job-related information promptly. Creative & Innovative Thinking. Develop innovative ideas that provide solutions to all types of workplace challenges. Involves adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Includes a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises. POSITION CRITICAL BEHAVIORS: Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action. Bias for Action. The propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

Salary/Hours	DOE
Employer/Agency	Brazos Presbyterian Homes, Inc
City, State, Zip	Houston, TX
Application Method	Apply online at http://houstonretirement.org/Human_Resources.php
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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