

Executive Administrator

Job purpose

The Executive Administrator assists coordinating club activities and performs secretarial assignments for the Executive Board Members. The duty of the Executive Administrator is to assist Executive Board Members with planning and distributing information. They are the point of reference for all queries, requests, or issues and is an integral part of the club's board.

Duties and responsibilities

The Executive Administrator will be working with the Cal Poly PIHRA Executive Board, Club Advisor, and its affiliated organizations to ensure the goals of the current year is accomplished.

The Executive Administrator will be responsible for:

Executive Administrator

- Compile the agenda for Executive Board Meetings.
- Manage the weekly newsletters via mailchimp to PIHRA members.
- Recruit Cal Poly students to join PIHRA.

CPP PIHRA

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

Qualifications

Applicants must meet the following minimum qualifications in order to be considered for this position:

Education

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior status.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

Skills and Abilities

- Works well with a team and be able to use critical thinking to solve arising issues.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Ability to multi-task and be extremely well-organized.
- Strong computer skills with knowledge of Gmail, Google Docs, Google Slides, and Google Drive.

Schedule

- Must attend General Meetings on Tuesdays from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on Thursdays from 12:00 p.m. to 12:50 p.m.
- Must attend the majority of PIHRA events.

Experience

- Must have completed MHR 301 and MHR 311.

Approved by:	
Date approved:	

Reviewed:	
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