

## **EXECUTIVE ASSISTANT TO THE ADMINISTRATOR**

The Attorney Registration and Disciplinary Commission (ARDC) is seeking a talented, and solution-oriented individual to serve as the **Executive Assistant to the Administrator**.

Under the direction of the Illinois Supreme Court, the ARDC registers and supports attorneys, produces and delivers innovative education and outreach programs, and provides restorative services. Through thorough investigations of complaints and fair proceedings, we address allegations of attorney misconduct and unauthorized practice of law. We ensure accountability while also advocating for those harmed by misconduct.

This pivotal role will provide high-level, strategic administrative support to the Administrator, serving as a trusted partner in managing commitments and priorities. With strong judgment, exceptional organizational skills, and a proactive approach to systems and process improvement, this role is critical in ensuring efficient operations at the executive level in alignment with the ARDC mission and values.

### **Key responsibilities:**

- Take ownership of the Administrator's complex calendar, manage and prioritize the Administrator and senior leadership schedules, ensuring efficient allocation of time and resources
- Ensure the Administrator is properly prepared and briefed for all meetings, events, and speaking engagements
- Anticipate the Administrator's needs, keep them informed, and proactively address administrative requirements to facilitate smooth operations
- Draft, review and manage confidential correspondence, reports and materials related to the ARDC's operations and governance.
- Maintain accurate and secure records, including agendas, minutes and other critical documents, ensuring accessibility and compliance with organizational policies
- Facilitate organizational activities, including meetings, events, and professional development initiatives aligned with the ARDC's strategic goals
- Schedule meetings and travel arrangements (domestic and international) for staff, Commissioners and stakeholders to support the Commission's work effectively
- Support facilities operations and provide resource management to optimize workflow and administrative systems

### **Qualifications and Desired Skills:**

- Bachelor's degree in a related field
- At least 7-10 years of experience providing executive administrative support, preferably in a legal or professional services setting
- Expert-level proficiency in MS Office Suite, Adobe Acrobat Pro, document and records management systems, time management and expense reporting systems
- Demonstrated ability to take initiative and execute complex projects and tasks with a strong attention to detail
- Previous experience with Board relations and support
- Diplomatic, adaptable, with strong interpersonal skills and the ability to build positive working relationships with team members, Commission members, and external stakeholders

- Exemplary planning and time management skills
- Excellent judgment with the ability to maintain a high level of integrity and discretion in handling confidential or sensitive information
- Highly proactive, resourceful, and solution-oriented
- Exceptional verbal and written communication skills
- Previous experience in a regulatory agency is a plus, but not required

The ARDC is committed to a culture of diversity and inclusion. We offer a hybrid schedule, a congenial work atmosphere, and an excellent benefits package detailed in the following link: [ARDC Benefits](#). Salary will be determined based on the candidate's experience and qualifications, with a targeted salary range of \$70,000 to \$90,000.

Interested parties should send a cover letter and resume to [employment@iadc.org](mailto:employment@iadc.org)