



EXECUTIVE ASSISTANT, OFFICE OF THE PRESIDENT

SALARY GRADE: [C5-11](#)

DEFINITION:

Reporting to the President serves as confidential executive assistant. Acts as a liaison between the President, Chancellor, Board of Trustees, and senior management. Organizes, manages, and directs daily operations in the President's Office. Prioritizes and routes incoming mail and correspondence. Initiates preparation of responses to correspondence and phone calls. Schedules appointments with students, faculty, community members, other colleges, and businesses. Coordinates numerous forums, events, luncheons, and other meetings; monitors the office budget. Organizes agendas, prepares background materials, and arranges meetings that the President attends, both internally and externally; transcribes minutes; prepares agenda items to be submitted to the Board of Trustees, and maintains office files relating to all matters that go through the President's Office.

NATURE AND SCOPE:

The Executive Assistant supervises the student worker and casual employees as needed, with supervisor's approval.

The Executive Assistant is responsible for distributing incoming mail, reports, and articles; deciding whether telephone calls should be delegated and to whom, and making routine office decisions regarding travel arrangements, purchases, etc.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Answer phones for President, make appointments, handle complaints, questions, daily business discussion, etc.
2. Type correspondence; open, sort and distribute mail, reports and articles; maintain files.
3. Respond to in person requests from students, faculty, staff, and community members.
4. Create agendas for various meetings and record and type minutes.
5. Write receipts, process checks, mail "thank you" letters and receipts for President's Office and for the Development Office.
6. Develop submission material for Board of Trustees.
7. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Computers: Word, Word Perfect, technological communication tools.
2. Grammar / correspondence-writing skills.
3. Community colleges rules, administrative regulations, Laws, Codes.
4. Board policies, administrative travel policies.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing.
3. Excellent computer skills, note-taking skills for minutes, etc.
4. Reasoning and Problem solving skills.
5. Organizational and time management skills.
6. Public Relations (interpersonal) skills.
7. Management / Supervisory skills.
8. Prioritizing tasks and projects.

Education and Experience

Any combination equivalent to:

1. Associate's degree in a related field.
2. Five (5) to ten (10) years secretarial experience.
3. Experience in managing office and administrative support.
4. Experience in report writing and presentation.

Preferred Qualifications:

1. Bachelor's degree.
2. Experience working in a community college.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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