



EXECUTIVE ASSISTANT

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned Vice President or Provost, perform a variety of administrative support duties to relieve the administrator of procedural duties. Serve as a liaison with students, faculty and staff, the general public, the Board of Trustees, Chancellor's Office, District administrators and managers of various divisions at Foothill and De Anza College and outside agencies including police, government offices, State Chancellor's Office, attorney firms and community services.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Screen and direct incoming communication including mail and telephone; provide information to staff and students; interpret and communicate clearly District policies and procedures for students, staff and the general public.
2. Compile and maintain confidential information regarding students, faculty and staff, including disciplinary records and transcripts.
3. Compile, prepare and process payroll information for students, faculty and staff.
4. Organize and attend a variety of meetings including grievance hearings and business strategy; prepare agenda, handouts, make arrangement for guests, take minutes, transcribe the minutes for College-wide distribution and store the information.
5. Compose correspondence and prepare materials for reports, conferences, presentations and meetings; maintain functional filing systems.
6. Prepare and maintain a variety of narrative and statistical reports; monitor and track expenses for the office budget.
7. Serve as a resource to others for data, research, special projects, schedules and other information.
8. Perform complex research assignments providing written reports and utilizing spreadsheets and sophisticated software to provide graphs, charts and tables.
9. Coordinate travel for conferences and track expenses.
10. Coordinate various College-wide functions as assigned.
11. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Organization, rules, regulations and programs related to an assigned office or function.
2. Applicable sections of the State Education Code and other applicable laws.
3. Basic budget monitoring and control.
4. Interpersonal skills using tact, patience and courtesy.
5. Oral and written communication skills.
6. Policies and procedures related to the College.

7. District organization, operations, policies and objectives.
8. Operation of a computer and software programs for word processing, data entry and budget keeping.
9. Financial and statistical record-keeping techniques.
10. Organization techniques.
11. Record-keeping techniques.
12. Correct English usage, grammar, spelling, punctuation and vocabulary.
13. Telephone techniques and etiquette.

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. Perform a variety of administrative support activities independently to relieve the administrator of procedural duties and coordinate the day-to-day administrative operations of the office.
3. Analyze situations accurately and adopt an effective course of action.
4. Implement and oversee program or task elements related to assigned function.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.
6. Communicate effectively both orally and in writing.
7. Operate a computer and related office equipment.
8. Maintain records and prepare reports.
9. Establish and maintain cooperative and effective working relationships with others.
10. Understand and work within scope of authority.
11. Plan and organize work.
12. Meet schedules and time lines.
13. Work confidentially with discretion.
14. Work independently with little direction.
15. Compose correspondence and written materials independently.

Education and Experience

Any combination equivalent to:

1. Associate's degree in secretarial science.
2. Four (4) years increasingly responsible experience.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

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

Date Approved: March 1, 1999
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