



Job Description

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|--------------------|---|---------------|--------|
| Job Title: | Administrative Assistant to the President | Grade: | M |
| Department: | President's Office | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs highly complex secretarial and administrative duties in support of the President and Board of Trustees and assists in the coordination of the general operations of the President's office.

Characteristic Duties and Responsibilities:

1. Oversees the administration of the President's office; sets priorities; enforces regulations.
2. Supervises the office staff; establishes schedules and assigns tasks; monitors and evaluates performance; recommends disciplinary actions.
3. Responsible for setting up all Board of Trustee meetings including agendas. Also responsible for providing and maintaining all College public records. Serves as the Notary for the College.
4. Arranges meetings, conferences, special events, and luncheons for the President. Has frequent contact with political dignitaries and social leaders at the community, state and federal level. This requires considerable initiative and discretion. Must be knowledgeable about and sensitive to educational, political and social issues.
5. Maintains appointment schedules and calendars, makes travel arrangements for the President and Board of Trustees.
6. Attends meetings as appropriate and takes and transcribes notes and minutes of meetings; prepares and distributes minutes to appropriate personnel.
7. Performs complex and confidential secretarial duties including independently responding to letters and general correspondence of a routine nature; processes and maintains confidential and sensitive information.
8. Monitors progress of projects; ensures deadlines are met; reviews completed tasks; ensures any necessary changes are made.
9. Screens calls, visitors, answers inquiries; conducts research and responds to requests for information.
10. Responds to complaints; researches and resolves or refers to appropriate personnel.
11. Acts as liaison between the President and Board, employees, and the general public as assigned.



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Reporting Relationships:

Direction Received:

Reports to the President.

Direction Given:

Direct supervision and evaluation of work as a first-line supervisor over administrative support staff.

Minimum Requirements:

Associates Degree from a regionally accredited institution in Business Administration and two years experience.

Preferred Qualifications:

Bachelor's Degree from a regionally accredited institution in Education, Business, Public Administration or related field and five years of experience

Knowledge, Skills, Abilities and Worker Characteristics:

Political and social sensitivity

Excellent public relations and communication skills

Ability to work independently

Strong administrative and organizational skills

Supervisory skills.

Event planning skills.

Ability to maintain confidentiality.

Knowledge of office procedures.

Working Conditions:

Typical office environment

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised January 2012



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