



Job Description

Job Title: Administrative Assistant to the Vice President

Grade: K

Department: Vice President's Office

FLSA: Non-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 complex secretarial and administrative duties in support of the unit vice president, and assists in coordinating of the general functions of the office.

Characteristic Duties and Responsibilities:

1. Oversees the administration of the unit vice president's office; sets priorities; enforces regulations; monitors procedures and recommends changes as appropriate.
2. Participates as a member of the vice president's council and serves as a liaison for the vice president to council members and other internal or external constituents.
3. Arranges meetings, conferences, special events, and luncheons for the vice president.
4. Maintains the vice president's appointment schedule; makes travel arrangements; manages the vice president's unit calendar of events.
5. Develops and prepares agendas for various departmental meetings; coordinates and attends meetings as appropriate; prepares and distributes minutes to appropriate personnel.
6. Performs complex and confidential secretarial duties relating to student or personnel issues; maintains confidential and sensitive information.
7. Assists in the scheduling and planning of the annual budget process; tracks financial reporting requirements and budget calendars.
8. Tracks and reconciles all budget accounts for the unit vice president.
9. May have approval authority with budget responsibility as assigned by the vice president.
10. Monitors progress of unit and college-wide projects (i.e. PDP evaluations, establishing goals, etc.); ensures deadlines are met; reviews completed tasks; ensures changes are made as appropriate.
11. Screens calls and visitors to the unit vice president's office; answers inquiries; conducts research and responds to requests for information.
12. Routinely responds to complaints; researches and resolves or refers to appropriate personnel.
13. May serve as recorder for appropriate Board of Trustees committee meetings.
14. Monitor and coordinate Instructional Service Agreement.

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.

Update August 2011



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15. Collect and review Secondary Employment Forms.
16. Collect and review requests for Educational Advancement.
17. Make travel arrangements, reconcile P-Cards, and process leave reports for the Assistant to the Vice President and the Associate Vice President.

Reporting Relationships:

Direction Received: Reports to the Unit Vice President

Direction Given: No authority or responsibility for the supervision of others, for project direction and/or program administration

Minimum Requirements:

Requires knowledge of standard procedures in a field requiring comprehensive training typically acquired through attainment of an Associate's Degree in Business Administration and three years of office management experience, prior experience in an executive support role.

Knowledge, Skills, Abilities and Worker Characteristics:

Political and social sensitivity
Excellent public relations and communication skills
Ability to work independently
Strong administrative, organizational and computer skills
Finance and budget administration skills
Event planning skills
Ability to maintain confidentiality
Knowledge of office procedures

Working Conditions:

Typical office environment; carrying, loading and unloading equipment, supplies and materials up to 10 lbs. for meetings; very infrequently bending or twisting at the waist, and reaching overhead; traveling between buildings on campus and between campuses; very frequently using a computer display and keyboard; speaking and listening when interacting with others either in-person or by telephone; sitting at a workstation more than 50% of time