

Job Title:	Assistant to the Executive Vice President	Grade:	P
Department:	Executive Vice President	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:

Provides high level of assistance to the Executive Vice President including planning and implementing special projects and activities and monitoring activities to ensure compliance with the College's goals and objectives.

Characteristic Duties and Responsibilities:

1. Oversees student intake and quality of student processes.
2. Supervises the quality enhancement process and the Director of Communication and Quality Assurance.
3. Identifies areas for improvement in student intake and other related functions and provides recommendations for improvement.
4. Coordinates the implementation of those recommendations.
5. Convenes the cross-functional registration gear-up team and other task forces as needed.
6. Periodically reports progress to Cabinet, including budget implications, new issues, and recommendations for additional improvements.
7. Act as the liaison to the vice presidents as well as all departments involved in the student intake process.
8. Continually seeks and reviews student feedback, and works with quality assurance to make improvements.
9. Monitors registration activity and data to suggest modifications in process or course offerings as required by student enrollments.
10. Assists the Executive Vice President and Cabinet in other special projects or initiatives as needed.

Reporting Relationships:

Direction Received: Reports to the Executive Vice President

Direction Given: Direct supervision and evaluation of work as a first-line supervisor over the Director of Communication and Quality Assurance, administrative support staff and other areas as assigned

Minimum Requirements:

Master's degree in Education and four years of higher education experience at a manager or administrator level; an equivalent combination of education and experience will be considered as a substitution for the master's degree

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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of College policies and procedures and academic programs

Knowledge of budgeting principles and practices

Knowledge of the North Carolina Community College System and the North Carolina Administrative Codes

Ability to respond to inquiries from internal or external customers, regulatory agencies, or members of the business community

Ability to define problems, collect data, establish facts, and draw valid conclusions

Effective oral and written communication skills; ability to make presentations

Supervisory and leadership skills

Knowledge of computer software

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse