



Job Description

Job Title: Administrative Assistant to the Executive Vice President **Grade:** M
Department: Executive Vice 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 Executive Vice President (EVP) and the Board of Trustees' Finance and Facilities Committee, and assists in the coordination of the general operations of the Executive Vice President's office.

Characteristics Duties and Responsibilities:

1. Oversees the administration of the Executive Vice President's office; sets priorities; enforces regulations.
2. Participates as a member of the EVP Council and serves as the liaison for the EVP to council members and other internal or external constituents.
3. Arranges meetings, conferences, special events, and luncheons for the EVP. 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.
4. Maintains appointment schedules and calendars, makes travel arrangements for the EVP.
5. Develops and prepares agendas for all meetings in which the EVP presides, coordinates and attends meetings as appropriate, takes and transcribes notes and minutes of meetings, and prepares and distributes minutes to appropriate personnel.
6. 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.
7. Oversees online program management for corporate American Express cards (issue/cancellation)
8. Assists in the scheduling and planning of the annual budget process; tracks financial reporting requirements and budget calendars.
9. Tracks and reconciles all budget accounts for the EVP unit including Administrative Services and Enrollment and Student Services
10. Monitors progress of projects; ensures deadlines are met; reviews completed tasks; ensures any necessary changes are made.
11. Screens calls, visitors, answers inquiries; conducts research and responds to requests for information.
12. Responds to complaints; researches and resolves or refers to appropriate personnel.
13. Performs back-up administrative support role for the President's Office.

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. December 2011



Job Description

Job Title: Administrative Assistant to the Executive Vice President **Grade:** M
Department: Executive Vice 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.

Reporting Relationships:

Direction Received: Reports to the Executive Vice President
Direction Given: No direct supervision of staff

Minimum Requirements:

Associate Degree from a regionally accredited institution 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 and organizational skills
- Finance and budget administration skills
- Event planning skills
- Ability to maintain confidentiality
- Knowledge of office procedures

Working Conditions:

Typical Office Environment