

Assistant, Executive

FLSA Status: Non-Exempt

Pay Grade: 14

Job Title ID: 21102

Job Series/Job Family: Misc Department Support Series / Administrative & Clerical Support Family

Reports To

Executive Vice President, Vice President, Assistant Vice President or Special Assistant to the President/CEO

Job Purpose

To provide executive level administrative support.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides executive level support to a Vice President or Assistant Vice President by receiving, prioritizing, and responding to incoming correspondence, requests, reports and telephone, or e-mail contacts.
2. Expedites the processing of documents or other items requiring action, assesses and works with other staff and community members to resolve issues from students, employees, and the public regarding College activities.
3. Organizes and maintains schedules, calendars, and appointments including meetings and events and the detailed arrangements associated with such including preparing or providing agendas, minutes, equipment, location, information packets, and follow up action items.
4. Performs complex computer activities including word processing, data processing, scheduling processes and visual and graphic presentations.
5. Coordinates and maintains operating budgets. Receives and processes requests for budget expenditures such as travel, equipment purchases, and funds for other activities and events.
6. Establishes and maintains files, logs, and other tracking systems for a variety of information, projects and events.
7. Coordinates special projects including researching and analyzing information and data; interpreting and applying policies and procedures, and/or recommending alternative solutions based on information gathered.
8. May assign and review the work of office personnel.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College operations, organization, policies, and procedures.
- Records retention, preservation, and recording.
- Principles and methods of budget preparation and expenditure control.
- Office management processes and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact, diplomacy and confidentiality.
- Effectively using organizational and planning skills, including the use of intense attention to detail and follow through.
- Exercising independent judgment.
- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Analyzing situations accurately and adopting an effective course of action.
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- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using advanced office software applications and publishing and presentation software such as FrontPage, DreamWeaver, Publisher, and/or PowerPoint.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Four years of administrative work experience in an executive level environment.

Education

Required

- Associate's degree, or educational equivalent, in office management or related field; Or educational equivalent in related field (60 college credit hours) or equivalent work related experience (one year work related experience equals 15 college credit hours).

Preferred

- Bachelor's degree in related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.