

JOB TITLE: Executive Administrative Assistant
DEPARTMENT: Academic Affairs
LOCATION: Union Campus
REPORTS TO: Vice President of Instruction

FLSA: Non-Exempt
LEVEL: 105
DATE: 12/17/18; 08/08/16

POSITION SUMMARY: Provide varied and advanced administrative support to the Vice President of Instruction, managing the day-to-day activities of the office; also required to use a considerable degree of independence and discretion, exercise sound judgment in the performance of the assigned duties.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Associate's degree; three to five years related experience.

ESSENTIAL TASKS: *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Manage the day-to-day activities of the office, maintaining files, telephone and mailing lists, and necessary office supplies, and monitoring office expenditures to assure purchases are within budget.
- Plan, organize, and attend to administrative detail on special assignments and projects assigned which includes creating & maintaining special databases, gathering data, compiling statistics which may include making appropriate calculations, preparing reports, graphs & charts, updating faculty and adjunct handbooks.
- Prepare minutes, formal reports, and other documents for internal and external groups and organizations in which the Vice President is involved.
- Receive and assist visitors and telephone callers, referring them to other offices if appropriate.
- Evaluate all incoming correspondence, determining which matters require the Vice President's attention, marking important sections, drafting replies, gathering appropriate background material, acknowledging correspondence in the absence of the Vice President.
- Initiate and process forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursements.
- Keep the Vice President's calendar current with various appointments and meetings, reserving conference rooms and make other necessary arrangements, organizing materials, and sending out meeting notices.
- Make necessary travel arrangements as requested.
- Handle complaints and conflicts diplomatically, using perceptive judgment and discretion to diffuse potentially volatile situations as required.
- Cooperate effectively with other employees in carrying out the Vice President's instructions, transmitting information accurately and tactfully, and taking initiative when appropriate to resolve issues in the Vice President's absence.
- Prepare special board agenda items and coordinate all agenda items and assure completion for board meeting deadlines.
- Maintain confidentiality in all matters related to the Vice President, division, and college including organizational plans and personnel matters.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; perform administrative or manual duties for the department or division; knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling; ability to devise or modify methods or processes to solve specific problems; ability to manage multiple projects and work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy environment with frequent interruptions; knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.

LEADERSHIP and COMMUNICATION SKILLS:

Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to read and interpret documents; ability to organize and express ideas, directions, and data in a logical sequence to develop reports, describe a process, or explain procedures such as how to perform a task to someone else; ability to write routine reports and correspondence; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS:

Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; perform job duties in a safe and efficient manner.

EQUIPMENT AND SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; use office machines such as telephones, fax machines, copiers or calculators.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*