

**JOB TITLE:** Executive Assistant to the President

**DEPARTMENT:** President's Office

**LOCATION:** Union Campus

**REPORTS TO:** College President

**FLSA:** Exempt

**LEVEL:** 205

**DATE:** 7/1/21 (reclassified) 3/26/2018

**POSITION SUMMARY:** Provide complex, confidential administrative assistance to the President and the Board of Trustees. Position involves a broad range of responsibilities.

**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 and five years related experience

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

- Independently manage and coordinate the President's Office making necessary decisions and providing administrative and operational support.
- Represent the President's Office to faculty and staff, students and the community in a professional manner.
- Serve as Recording Secretary to the Board, coordinating all arrangements for meetings including preparation of agenda and Board packets and assure that notices of Board meetings are posted in accordance with Missouri Open Meetings Law.
- Record, prepare and distribute minutes of all regular and special meetings of the Board and maintain the official file of Board meeting minutes.
- Serve as Board-designated election official, managing all aspects of Trustee elections Update and maintain the master copy of Board Policies and Procedures.
- Serve as notary for the College.
- Update and maintain College staffing plan and organizational charts.
- Prepare and monitor budget for President's Office and Board of Trustees.
- Act as recording secretary for vice presidents' meetings and other meetings as requested by the President, prepare agendas and minutes.
- Coordinate all travel arrangements for the President and Board of Trustees.
- Manage the President's appointments and calendar.
- Screen and direct visitors, telephone callers, and correspondence to the appropriate offices and personnel.
- Plan special events and complete various special assignments as requested.
- Serve as a resource person for other campus administrators, faculty and staff.
- Ensure that the President's Office records and files are properly maintained.
- Coordinate Senior Health Fair, Employee Service Awards Recognition, and Employee Christmas party.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- 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, and standards in a safe and efficient manner, with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of Open Meetings law, election laws and Missouri Ethics Commission requirements; Revised Statutes of Missouri; Board policies and procedures. 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. Effective organizational and communication skills. Proficiency in computer-based word processing, spreadsheets, database, email and organizational software. Excellent writing, grammar and

punctuation skills; event and meeting planning skills; outstanding customer service skills; decision-making skills. Ability to use standard office equipment such as fax machines, calculator and copy machines. Ability to multi-task; ability to independently prioritize work to be accomplished. Ability to take and produce minutes.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers. Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

**DECISION-MAKING and ANALYTICAL SKILLS:** May be responsible for actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients, or others in the general public. Perform professional-level work requiring a wide range of administrative, technical, scientific, engineering, accounting, legal, or managerial methods applied to complex problems.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**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. The employee may be required to work or meet in the evenings and/or on weekends.

**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; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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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.*