

JOB TITLE: Executive Administrative Assistant

DEPARTMENT: Academic Affairs

LOCATION: Union Campus

REPORTS TO: Vice President of Academic Affairs

FLSA: Non-Exempt

LEVEL: 107

DATE: 3/18/24; 7/1/22(reclassified); 10/27/20

POSITION SUMMARY: Provide complex, confidential, and advanced administrative support to the Vice President of Academic Affairs, 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 degree; three to five years related experience. Bachelor's degree preferred.

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

- Independently manage the day-to-day activities of the office, maintaining files, telephone, and mailing lists, maintaining necessary office supplies, and monitoring office expenditures to assure purchases are within budget.
- Serve as a resource and point of contact for faculty and other College employees.
- Represent the Vice President's Office to faculty and staff, students, and the community in a professional manner.
- Plan, organize, and attend to administrative detail on special assignments and projects assigned which include creating & maintaining special databases, gathering data, compiling statistics which may include making appropriate calculations, preparing reports, graphs & charts, updating faculty Resource Guide, and other forms from the office.
- 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, and travel expense reimbursements.
- Manage and maintain faculty development process including conference and travel arrangements, as necessary.
- Organize and maintain the academic committee structure and process.
- Coordinate the annual Assessment Retreat and other special events hosted by the Vice President.
- Serve as Recording Secretary for Collective Bargaining, coordinating arrangements for meetings, and distribution and organization of meeting materials.
- 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 for the Vice President and others, 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, 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 College policies, FERPA guidelines, and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related 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; detail-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 Suite, Microsoft 365, Colleague, SharePoint, Zoom, ImageNow, etc.; use office machines such as telephones, 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

SIGNATURE: *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.

Employee Signature

Date