



JOB DESCRIPTION

JOB TITLE: Executive Assistant

REPORTS TO: Vice President for Academic Affairs

CLASSIFICATION: Professional II

STATUS: Full-time, non-exempt

Salary: starting at \$28,300.00 annually

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Under the general direction of the Vice President for Academic Affairs, perform a variety of administrative and confidential duties to relieve administrator of complex and responsible details; receive in person or by telephone students, faculty, staff, State Regent's office, community, local, state and federal officials, interpret policies and regulations to officials, agencies and the public; perform a variety of other duties related to the activities of the department, function or unit as required or assigned.

DUTIES AND RESPONSIBILITIES:

- Perform complex duties as Executive Assistant to the Vice President for Academic Affairs, relieving said Vice President of a wide variety of secretarial and administrative details to accomplish daily responsibilities; researching and compiling data; and reporting on assigned topics
- Attend regular Academic Council meetings or other special meetings and perform various secretarial and executive assistant duties for the Council; coordinate and prepare agendas and supporting materials, when requested; record and document actions
- Schedule, attend and participate in a variety of administrative meetings when requested; prepare, distribute agendas and take notes
- Organize and coordinate communications and information; obtain, interpret and provide information to faculty, staff and others concerning office functions, policies and procedures; communicate with administrative units to assure compliance with timelines
- Perform special projects and prepare various forms and reports; monitor and control administrative details on special projects/matters as assigned
- Perform budgetary duties for the Vice President for Academic Affairs' office; review reports as requested; and establish appropriate requisition codes
- Plan and organize annual Academic Interscholastic Competition for area high schools, including a variety of related actions for the competition, including the ordering of appropriate medals and trophies

- Compose correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed, maintain VP's appointment calendar; and make travel arrangements when requested
- Receive, screen and route telephone calls, visitors and mail; answer staff, administration, students and the public
- Work confidentially with discretion on sensitive and private information applicable to faculty and staff personnel
- Provide work direction and oversee other clerical student worker personnel as assigned
- Responsible for inventory
- Responsible for scheduling of classrooms and updates to class schedule.
- Serves as coordinator for the Reach Higher scholarship program.
- Update and distribute the syllabus template.
- Coordinate with HR instructor overload pay.
- Maintain our Academic Integrity report.

The omission of certain statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in the operation of a variety of computer programs, such as Microsoft Word, Excel, PowerPoint, Mail, Internet and other applications as required
- Skilled in the use of office equipment including facsimile, copiers, phone, voicemail and other workplace equipment used to conduct work
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Associate's degree preferred or a minimum of five (5) years of experience in a comparable position

SPECIAL REQUIREMENTS:

- Must be able to bend, stoop, and lift up to 25 pounds

Connors State College is an Affirmative Action, Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____