



Position Title:	Executive Assistant I	Job Code:	0022
Reports To:	College President	Job Group:	PEC
Department:	Office of the College President	Salary Grade:	15
Prepared By/Date:	Jennifer C. Brito/6-24-2008	FLSA Status:	Exempt
Approved By/Date:	George Andrew/6-24-2008		
Revised:	Jennifer C. Brito/5-27-2009		

Summary:

The Executive Assistant I reports to the College President with responsibilities, which include a broad range of duties associated with the proper operation and smooth functioning of the President's Office. Plans, coordinates, and performs administrative and fiscal activities to carry out the duties of the Office of the College President; to include developing reports and presentations to support internal and external communication needs of the President.

Essential Duties and Responsibilities:

- Acts as office manager for the Office of the College President and supervises all aspects of the President's Office to ensure proper functioning of the office.
- Answers inquiries independently where there is established policy or precedent action.
- Maintains the College President's appointment schedule.
- Develops correspondence from general guidelines and drafts.
- Receives, compiles and maintains confidential documents and records on behalf of the Office of the College President.
- Coordinates Executive staff travel and accommodation arrangements.
- Maintains standard decision-making reports for the College President.
- Reviews and route requests for information or complaints to the appropriate area of the College.
- Reviews incoming correspondence and routing to the appropriate office for action.
- Delegates and supervises designated F/T staff.
- May perform other duties as assigned related to the Office of the College President.

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals, and objectives, policies and procedures.
- Knowledge of the principles of office management and best practices.
- Effective planning, organizational, oral and writing skills.
- Ability to exercise considerable judgment in the application of college policies and procedures.
- Must be proficient in Microsoft Office applications.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach hands and arms; talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in a related field and six (6) years administrative or other appropriate experience or Master’s degree and two (2) years of administrative experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name