



<b>Position Title:</b>	Administrative Assistant III		
<b>Reports To:</b>	Executive Director		
<b>Department:</b>	MDC Foundation	<b>Job Code:</b>	0151-00E
<b>Prepared By/Date:</b>	Jennifer C. Brito/01-17-2006	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Samuel Gentry/01-17-2006	<b>Salary Grade:</b>	15
<b>Revised:</b>	Jennifer C. Brito/05-29-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Administrative Assistant to the Executive Director, MDC Foundation provides administrative support and assists the Foundation management team in serving MDC alumni and building relationships with the community.

### **Essential Duties and Responsibilities:**

- Functions as a generalist within assigned area of responsibility.
- Acts a liaison between MDC Foundation and other college-wide departments.
- Maintains the calendar, personal correspondence and telephone calls for the Executive Director, MDC Foundation.
- Handles all internal and external inquiries and concerns regarding MDC Foundation policies and procedures, including highly sensitive and confidential information.
- Participates and assists in planning and coordinating board orientation sessions, board and committee meetings, and other MDC Foundation events.
- Interprets and evaluates policies and procedures relative to administrative functions.
- Manages all documentation for MDC Foundation (paper and electronic).
- Tracks budget expenses to ensure adherence to annual Foundation budgets.
- Prepares and submits purchase orders to external vendors or College Purchasing department.
- Arranges, schedules, confirms meetings for MDC Foundation management.
- Records all MDC Foundation meeting minutes.
- Updates database records in Raiser's Edge.
- Prepares comprehensive reports for the District Board of Trustees, Executive Committee, Executive Director, MDC Foundation staff and conducts special projects as assigned.
- Supervises all student assistants for the department.
- Oversees facilities requirements and services for MDC Foundation.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Excellent organizational and communication skills (both oral and written).
- Knowledge of office equipment and business practices.
- Knowledge and proficient skill in Microsoft Office Programs, specifically, Word, Excel, PowerPoint and Access.
- Knowledge and proficient skill in Raiser's Edge
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Excellent organizational, decision-making and supervisory skills.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports

and legal documents.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work in a multi-ethnic and multi-cultural environment.

**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 and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

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:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

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

- Bachelor’s degree and six (6) years of office administration experience.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name