



Position Title: Assistant in the Office of the College President
Reports To: College President
Department: Office of the College President
Prepared By/Date: Carol Flynn/10-2004
Approved By/Date:
Revised: Jennifer C. Brito/03-31-2010

Job Code: 0151
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

Responsible for a broad range of duties associated with the proper operation and smooth functioning of the Executive Office of the President.

Essential Duties and Responsibilities:

- Functions as a generalist within assigned areas of responsibility.
- Assists the College President with correspondence, contact with public, research, and resolution of problems.
- Plans and coordinates visits to College by national/international education leaders.
- Liaisons with community leaders and the community at large.
- Assists the College President in the writing and editing of reports, articles, and publications.
- Prepares comprehensive reports and conducts special research projects.
- Represents the College President on College committees and task forces as assigned.
- Performs related duties as required and deemed appropriate to accomplish assigned responsibilities and functions of the office.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of budget preparation and computer applications.
- Excellent organizational and communication skills (both oral and written).
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- 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 write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards of directors.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- 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:

Non-essential

Minimum Requirements:

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

- Master's degree in an appropriate field and two (2) years of progressive administrative experience or a Bachelor's degree and six (6) years of experience. Teaching or other experience and training equivalent to the position responsibilities may be substituted.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name