



Executive Assistant – Academic & Student Affairs

Position Status:	Administrative/Exempt
FLSA Status:	Exempt
Department:	Academic & Student Affairs
Reports to:	Executive Vice President for Academic & Student Affairs
Effective Date:	05/1/17
Salary Range:	\$55,000 - \$65,000

Position Definition/Purpose

Provide confidential administrative and secretarial support to the Executive Vice President for Academic and Student Affairs (EVP). The Executive Assistant (EA) will act as the daily liaison for public, student, faculty, staff and administrative contacts with the office of Academic and Student Affairs. In addition, the EA will provide training and supervision of the information desk functions of academic and student affairs.

Distinguishing Characteristics

- Position reports directly to the Executive Vice President for Academic & Student Affairs.
- Position provides confidential support to the EVP in the coordination of activities related to collective bargaining, legal, policy, and contractual requirements.
- Position acts as a daily liaison for the ASA Office with students, staff, faculty, administrators, and the general public.
- As a part of the ASA team, position coordinates processes and process related to instruction and student affairs.
- Position directs the work of the academic and student affairs information desks and information services provided to students and the public.

Essential Functions and Duties (The following is a general representation of the key duties and responsibilities of this position. Other duties may be assigned.)

- Manage and coordinate processes related to instruction and student affairs, such as Academic Review Committee reports and Articulation Agreements.
- Ensure consistent documentation and communication of procedures for instruction and student affairs.
- Coordinate/manage the daily operations of the Office of the EVP
- Prepare, revise, and maintain budgets and financial reports
- Modify and/or create spreadsheets using computerized databases, computer reports, etc.
- Prepare/maintain budget and financial reports performing analyses of budgetary, fiscal, and compensation-related issues, and disseminating results as appropriate
- Provide support/assistance to the Director of Institutional Assessment and Data Management
- Review, update, and implement revisions to academic policies and procedural guidelines
- Provide confidential administrative support/coordination for accreditation processes, tenure committees/files, collective bargaining activities and other sensitive support activities
- Assist the VP's and other division staff in preparing materials for the Board of Trustees and other College meetings as appropriate
- Maintain records and provide support in student complaint resolution matters

- Process reimbursement requests, purchase requisitions, and travel requests
- Prepare correspondence, schedule meetings, make travel arrangements, etc for the EVP
- Provide secretarial support to College committees as requested, taking meeting minutes, transcribing and distributing meeting minutes and maintaining archives
- Perform other duties as assigned (of a similar nature and level)

Position Specifications/Qualifications (To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required at entry. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Education and Experience

- Bachelor's degree from an accredited institution OR equivalent education/experience
- Four (4) years of progressive administrative and/or administrative support experience
- Experience managing and/or supervising

Licenses

N/A

Physical Requirements and Working Conditions

- Ability to work in a standard office setting with frequent in-person interactions.
- Ability to work under pressure, handle multiple tasks simultaneously, and prioritize competing demands.
- Ability to use standard office equipment, including a computer, and perform repetitive hand/arm movements for extended periods of time.
- Ability to attend meeting on campus and at off-campus locations, working weekends and nights as needed.
- Ability to read a computer screen, printed materials, and communicate in person or through other appropriate means.

Knowledge of: (at entry)

- Office procedures and practices such as filing, coordinating/summarizing data, etc
- In-depth computer proficiency with Microsoft Office (Outlook, Word, Excel)
- Budgeting principles and practices, including maintenance and reconciliation of multiple funding sources
- Applicable laws, rules ordinances and regulations related to HIPPA, FERPA, etc

Skill in: (at entry)

- Fostering a climate of equity and belonging through multicultural awareness and belonging
- Working cooperatively in a high-volume, fast-paced environment while establishing/maintaining effective working relationships at all organizational levels inside and outside of the College
- Proofreading and editing, and preparing clear/concise materials resulting in effective oral/written communication
- Maintaining composure to work effectively in stressful situations
- Time management, multitasking, and coordinating work outcomes/activities with multiple partners
- Interpreting applicable laws, regulations, and policies related to academic and student affairs activities
- Handling difficult or sensitive situations using sound independent judgment within legal guidelines