

# CLASSIFICATION SPECIFICATION

## Executive Assistant to the President

FT/PT Class Code: 4004, 4504      Pay Grade: B/C 16      FLSA: Non-Exempt      Rev. 07/01/14

**SUMMARY STATEMENT:** An incumbent is responsible for providing detailed administrative support to the President and the Board of Trustees when needed to assure that the strategic and operational agenda of the College is implemented in an effective and efficient manner. An incumbent provides recommendations to enhance the organizational effectiveness of the Office of the President and its mission.

### NATURE AND SCOPE:

An incumbent in this position reports directly to the President and also provides support when needed to the Board of Trustees. Typical contacts are with employees of the College, members of the Board of Trustees, local, State, and federal governmental and educational officials, business and corporate chief executive officers, community leaders, students, and the general public. Assignments are carried out in a most tactful manner and require utmost confidentiality and discretion concerning all privileged information.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Provides effective liaison and is responsible for facilitating rapid and appropriate information flow between the President and his administration, the general public, faculty, staff, students, members of the General Assembly, business and corporate chief executive officers and community leaders to continue to enhance the prestige and image of the College. Works collaboratively with other senior administrators on a variety of issues.
2. Manages and maintains the President's daily and long-range calendar as well as the annual planning calendar. Maintains the President's schedule electronically and manually, making and canceling appointments.
3. Provides effective logistical support for travel arrangements for the President and Board of Trustees when appropriate.
4. Proactively ensures that the President is properly supported and prepared for all events and appointments. Provides accurate and precise preparation of materials for numerous periodic and scheduled meetings; attends such meetings, e.g. monthly meetings, workshops and executive sessions of the Board of Trustees, President's Council, etc. Prepares accurate minutes of all assigned meetings and assures timely and proper dissemination of final copy.
5. Drafts, edits, and distributes executive level correspondence for the President to include business letters, memos, reports, thank you letters, and speeches and communicates orally and in writing on behalf of the President. Manages the President's electronic communications, originating and responding to e-mails and other electronic communications on the President's behalf.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

6. Screens incoming mail and ensures that telephone calls and written communications are timely and responsive, and that all constituents are well served. Addresses requests and issues without the President's intervention when appropriate, ensuring timely replies, resolution, and full closure.
7. Performs confidential, urgent and important administrative duties as required.
8. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of College policies and procedures.
- ◇ Excellent interpersonal, oral and written communication skills.
- ◇ Excellent English and grammar skills.
- ◇ Excellent organizational skills.
- ◇ Excellent keyboarding and word processing skills.
- ◇ Ability to operate independently and to use sound judgment, initiative, tact and discretion in all interactions with constituents.
- ◇ Ability to work occasional evenings and weekends as needed.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and five (5) years of progressively responsible executive level secretarial/administrative assistant type of work; or other equivalent combination of education and experience.