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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Executive Administrative Assistant

**DEPARTMENT:** Student Development **FLSA:** Non-Exempt

**LOCATION:** Union Campus **LEVEL:** 105

**REPORTS TO:** Vice President, Student Development **DATE:** 07/15/09

**POSITION SUMMARY:**

Provide varied and advanced administrative support to the Vice President of Student Development, managing the day-to-day activities of the office; also required to use a considerable degree of independence and discretion, exercise sound judgment in the performance of the assigned duties.

**ESSENTIAL TASKS:**

* Manage the day-to-day activities of the office, maintaining files, telephone and mailing lists, and necessary office supplies, and monitoring office expenditures to assure purchases are within budget.
* Plan, organize, and attend to administrative detail on special assignments and projects assigned which includes creating & maintaining special databases, gathering data, compiling statistics which may include making appropriate calculations, preparing reports, graphs & charts.
* Keep the Vice President’s calendar current with various appointments and meetings, reserving conference rooms and making other necessary arrangements, organizing materials, and sending out meeting notices.
* Prepare minutes, formal reports, and other documents for internal and external groups and organizations in which the Vice President is involved.
* Maintain confidentiality in all matters related to the Vice President including organizational plans, student related matters and personnel matters.
* Evaluate all incoming correspondence, determining which matters require the Vice President's attention, marking important sections, drafting replies, gathering appropriate background material, acknowledging correspondence in the absence of the Vice President.
* Receive and assist visitors and telephone callers, referring them to other offices if appropriate.
* Cooperate effectively with other employees in carrying out the Vice President's instructions, transmitting information accurately and tactfully, and taking initiative when appropriate to resolve issues in the Vice President's absence
* Handle complaints and conflicts diplomatically, using perceptive judgment and discretion to defuse potentially volatile situations as required.
* Attend to travel arrangements and expense reimbursements for the office.
* Prepare special board agenda items and coordinate all agenda items and assure completion for board meeting deadlines.
* Initiate and process forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursements.
* Coordinate various special assignments and projects assigned.
* Exercise the utmost discretion in handling confidential matters.
* Assist in the development and implementation of the unit's goals and objectives.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**ADDITIONAL DUTIES:**

* Assist with projects of different departments within the student development division.
* Adjustment of hours involving evening and/or weekend work may be required.
* Perform other related duties and responsibilities as may be assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:**

* Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment; ability to apply this knowledge to difficult problems.
* Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.
* Detailed-oriented
* Ability to handle confidential material judiciously.
* Ability to handle conflict resolution with patience and poise.
* Ability to shift quickly between several tasks without loss of continuity.
* Ability to tactfully relate to a variety of people.
* Excellent spelling, grammar, and proofreading skills.
* Time management skills; well-organized and self-directed.
* Ability to use independent judgment and discretion.
* Excellent oral and written communication skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public.
* Ability to identify what information is needed by others for effective actions.
* Ability to maintain confidential and sensitive information.
* Ability to deal with internal and external customers in a tactful and courteous manner.
* Ability to devise or adopt office procedures to changing organizational needs.
* Ability to establish and maintain effective working relationships internally and externally.

**LEADERSHIP and COMMUNICATION SKILLS:**

* Follow technical instructions, procedure manuals and charts to solve practical problems, or compose routine or specialized reports or forms and business letters, or ensure compliance with clear guidelines and standards
* Communicate to convey or exchange general work-related information or service to internal or external customers.

**DECISION-MAKING and ANALYTICAL SKILLS:**

* Requires some decisions that affect a few co-workers.
* Perform clerical or manual duties.
* Adhere to department and college policies, procedures, and practices.
* Perform job duties in safe and efficient manner.

**EQUIPMENT/SOFTWARE:**

* Use office machines such as telephones, fax machines, copiers or calculators.
* Proficient in computer programs utilized which include electronic mail, Colleague (college database system), Windows XP, Word, Excel and Outlook.
* eCommerce (purchasing system)

**WORKING CONDITIONS** - the following physical conditions and hazards may be encountered in this position:

* The position is in an indoor environment with a moderate noise level.

**PHYSICAL REQUIREMENTS:**

* While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.
* The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:**

* None

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

* Completion of Associate’s degree.
* 3-5 years related experience.

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date