Executive Assistant

Job Code 00001384

General Description
Responsible for providing technical and administrative assistance in the development and implementation of procedures and policies and for planning, executing, and supervising the activities of the office of the President or Vice-President.

Examples of Duties
Review mail and receive incoming telephone calls.
Proof all correspondence and edit correspondence.
Interview, hire, train, and supervise staff and students.
Assist in planning and organizing activities in the President’s or Vice President’s office.
Maintain calendar and schedule appointments.
Compose correspondence.
Coordinate travel arrangements.
Authorize expenditures on office accounts for purchases required for operation of the office.
Prepare budget and monitor monthly expenditures.
Coordinate mail outs.
Prepare meeting background information.
Coordinate office inventory and supervise maintenance of filing system.
Submit monthly time reports and student time reports.
Assist in budget preparation.
Provide customer services to constituents.
Distribute agenda, minutes and RTA list for PC meetings.
Serve as division’s safety officer.
Maintain calendar and schedule events for Vice President or President.
Prepare newsletter.
Coordinate special events.
Take meeting minutes and distribute.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: working as a team member; interacting courteously with public; effectively directing the work of others and motivating output; establishing rapport with variety of clients; organizing and planning.

Ability to: understand policy and procedure manuals; prepare correspondence and reports, time reports, meeting information; perform basic math and prepare budget and maintain office inventory.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements