



Senior Executive Assistant President

PRES/3

JOB SUMMARY

This position manages the day-to-day operations of the President's Office.

MAJOR DUTIES

- Provides management and administrative support to the President; manages the President's schedule.
- Drafts agendas, correspondence, reports and presentations in support of the work of the President; assists the President to prepare for meetings; arranges for meeting facilities; attends meetings with the President as needed.
- Manages reservations for the use of the President's Club and Boardroom.
- Completes correspondence, reports and projects for the President; follows-up on assigned projects.
- Manages office procedures and processes; supervises office support staff and assigns work; trans personnel in best practices.
- Directs college-wide and office document production and processing, including faculty contracts, agendas and minutes for various meetings.
- Greets and screens visitors and phone calls; provides information and assistance; makes appointments; resolves problems; refers to appropriate personnel.
- Serves as a liaison between the President and varied external and internal constituents.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and departmental policies and procedures.
- Knowledge of college academic units and their functions.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of budget processes.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in attending to details.
- Skill in identifying and solving problems.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The President assigns work in terms of office goals and objectives. The supervisor reviews work through conferences, reports and observation of office activities.

GUIDELINES

Guidelines include the Interoffice Procedures Guide, the Board of Regents Policy Manual, the Classified Employee Handbook, the Faculty Handbook and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. The need to perform multiple tasks simultaneously contributes to the complexity of the position.
- The purpose of this position is to manage the day-to-day operations of the President's Office. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, parents, civic and community leaders, elected and appointed officials, donors, vendors, retirees, business leaders, consultants, representatives of other colleges or universities, representatives of the University System of Georgia, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Administrative Assistant (1) and other assigned part-time staff.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.