



Senior Administrative Assistant President

PRES/4

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the President's Office.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; schedules appointments; transmits policy and administrative decisions; refers to appropriate personnel.
- Prepares and processes a variety documents, correspondence and reports.
- Manages office files and records.
- Updates records for college committees.
- Attends meetings with the President and records minutes.
- Maintains personnel records.
- Makes travel and meeting arrangements for the President and other college staff.
- Maintains office supply inventory; reorders as needed.
- Sorts and distributes incoming mail; composes responses and routes to appropriate personnel.
- Serves on college committees and assists with projects as assigned.
- 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 business English, spelling, punctuation and arithmetic.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the management of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Senior Executive Assistant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

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 are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for office operations. Successful

performance helps ensure the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, representatives of other colleges, parents, Foundation Board members, community and business leaders and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

No.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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.