

## **EXECUTIVE ASSISTANT I, PROVOST, PALESTINE CAMPUS**

### **GENERAL STATEMENT:**

Assist the provost in the attainment of the educational objectives of the institution.

### **REPORTS TO:**

Provost, Palestine Campus

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years in office environment with manager responsibilities.

#### **OTHER:**

Strong computer and accounting skills.

### **DUTIES AND RESPONSIBILITIES:**

- Act as office manager. Coordinate work schedules for all office personnel including workstudy students. Supervise workstudy students assigned in this area and maintain time sheets.
- Process all purchase requests and maintain records. Check incoming invoices for appropriate signatures and verify receipt of merchandise. Assign account numbers and forward to business office for payment.
- Assist instructors with purchases and requests to purchase.
- Maintain files for vendors and suppliers, as well as individual departmental charges.
- Maintain monthly expenditure reports for each department.
- Arrange for services to be performed such as minor repairs with permission from provost and coordination with maintenance supervisor.
- Post deposits on column journal and forward daily cash reports and deposit slips to business office. Maintain monthly and yearly summary of deposits for the Palestine Campus.
- Assist with entering income from cosmetology, library fines, and vending into the computer as received.
- Assist with daily deposits.
- Coordinate and arrange for meals during registration for all personnel. Assist and coordinate special occasion lunches such as Thanksgiving and Christmas on the Palestine Campus.
- Assist the provost with preparation of yearly budget. Receive and coordinate with each department as to their proposed future needs.
- Assign account numbers for telephone companies, check charges, and collect personal fees.
- Supervise petty cash account and student loan accounts. Write and co-sign all checks with the provost.
- Coordinate all advertising with local newspapers and radio stations for each semester.
- Serve as notary for College records.
- Coordinate registration procedures and assign personnel to various duties. Collect tuition and fees, make deposits, and continue to oversee office during registration.

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- Report all absentees and maintain record of each employee including vacation days.
- Assist in provision of College services in business office and bookstore as necessary.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 10/26/11*

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