

EXECUTIVE ASSISTANT I, PROVOST HEALTH SCIENCE CENTER

GENERAL STATEMENT:

Serves to manage the office of the health occupations division and assist the provost as needed.

REPORTS TO:

Provost, Health Science Center

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Educational background to perform duties and responsibilities.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years experience in the secretarial field; At least five (5) years experience with computers; Experience as an office manager and/or in a college setting preferred.

OTHER:

Typing skills (50 wpm with accuracy); Ability to use all office equipment; Computer literacy; Personal appearance, conduct, and interpersonal skills acceptable for working with staff/public; Able to follow through on instructions, set priorities, be organized, and complete daily responsibilities independently and delegate.

DUTIES AND RESPONSIBILITIES:

- Type correspondence, reports, grants, etc., for provost and faculty.
- Assists the provost in preparing and maintaining the budget.
- Distribute secretarial workload.
- Keep records of faculty and staff absenteeism.
- Complete travel reports.
- Maintain administrative and general filing system.
- Maintain student files.
- Distribute mail.
- Assist sophomore team leader and other program coordinators in preparing students for graduation.
- Collect monies (insurance, State board fees, class pin, etc., for students) as needed.
- Accept copying and typing from faculty for expedition.
- Set up appointments for provost of health science center and faculty.
- Keep calendars for the booking of health science center space.
- Act as receptionist, greeting visitors, answering telephone, and directing traffic.
- Maintain student Data Profile Cards.
- Prepare purchase orders for health occupations division.
- Assist in grading tests.
- Assist with coordination and registration for continuing education.
- Make copies and files as needed.

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- Assist students with the financial aid process; including Pell, scholarships, WIA, and student loans.
- Assist in bookstore as needed.
- Chair the Hospitality Committee.
- Type PCT and Surgical Technology syllabis.
- Proctor tests as needed.
- Process HESI test registrations.
- Process tuition payments and installment plans.
- Maintain records for scholarship donations and send appropriate acknowledgement letters.
- Coordinate workpackets for new employees.
- Coordinate Special Assignment Agreements.
- Submit time sheets monthly.
- Maintain Advisory Committee lists and correspondence.
- Coordinate HESI registration.
- Maintain student and alumni databases.
- Maintain office supplies.
- Participate on assigned committees.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening and weekend hours.

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: 09/20/95 Revised: 10/25/11

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