

## **EXECUTIVE ASSISTANT TO THE PRESIDENT**

### **GENERAL STATEMENT:**

Provide administrative assistance to the president.

### **REPORTS TO:**

President

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school graduate or GED.

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

None

#### **EXPERIENCE:**

Three (3) years work experience in the secretarial field.

#### **OTHER:**

Computer/word processing and typing skills; Ability to operate all office equipment; Good organizational skills; Good public relations skills.

### **DUTIES AND RESPONSIBILITIES:**

- Answer phone and help set appointments for president with the public, faculty, staff, and students.
- Prepare reports and correspondence, including agendas and meeting minutes, for president and board of trustees.
- Prepare contracts and salary information for professional level and staff.
- Maintain personnel files for full-time employees.
- Prepare travel arrangements and purchase orders for president and board of trustees.
- Responsible for ordering of service award pins and plaques.
- Responsible for maintenance and ordering of supplies for printer and fax machine in president's office.
- Perform notary public duties for TVCC.
- Prepare sports passes, football and basketball, to area superintendents and principals.
- Prepare birthday cards for employees and board of trustees.
- Order flowers for employees.
- Responsible for correspondence and card file for TVCC Memorial Scholarship.
- Other duties as assigned by the president.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*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:*

JD117