

EXECUTIVE ASSISTANT III, PRESIDENT

GENERAL STATEMENT:

Provide administrative assistance to the president.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Classified Staff

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Seven (7) years work experience in the secretarial field.

OTHER:

Solid overall computer skills with proficiency in: Microsoft Office (Outlook, Excel, Word, PowerPoint), Windows. Working knowledge of general office procedures and standard equipment operations. Professional, organized, accurate, and detail-oriented. Strong interpersonal skills and verbal and written communication skills. Comfortable working under deadlines and on multiple tasks or projects simultaneously.

DUTIES AND RESPONSIBILITIES:

- Responsible for all incoming and outgoing communication from the president's office
- Preparation of all correspondence including but not limited to agenda's minutes and memos.
- Coordinate Board Elections.
- Prepare travel arrangements, purchase orders, and travel reports for president and board of trustees.
- Responsible for ordering of service award pins and plaques.
- Coordinates Milestone Awards, President's Scholarship awards, and 4.0 Graduate Awards.
- Responsible for coordinating official functions for the college.
- Responsible for maintenance and ordering of supplies for president's office and board of trustees.
- Reconciles credit card charges on college credit card.
- Perform notary public duties for TVCC.
- Attend Disciplinary Committee meetings as a member.
- Prepare Inclement Weather Information with area television and radio stations.
- Prepare sport passes for college sports activities to area superintendents and principals.
- Prepare birthday cards for employees and board of trustees.
- Other duties as assigned by the president.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

EXECUTIVE ASSISTANT III, PRESIDENT

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: 06/02/2011

JD117