

EXECUTIVE ASSISTANT II, VICE PRESIDENT OF INSTRUCTION

GENERAL STATEMENT:

Provide secretarial support to the vice president of instruction.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in the secretarial field; Work experience in an educational environment preferred.

OTHER:

Solid overall computer skills with proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint) and 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:

- Provide secretarial support for the vice president of instruction.
- Check all incoming electronic purchase order requests and invoices to insure that the accounts have adequate funds for payment.
- Coordinate and schedule Admissions Committee Meetings each semester. Prepare copies of transcripts for evaluation by the Admissions Committee. Prepare results of Admissions committee meetings each semester and distribute to all appropriate personnel.
- Maintain all part-time instructors' personnel records/file.
- Responsible for all full-time instructors' payroll distribution.
- Prepare an Overload/Part-time salary profile listing each semester.
- Assist with checking Special Assignment Agreements each semester.
- Assist with budget request for all part-time salary accounts each year.
- Responsible for distribution of schedules each semester and provide the oversight ensuring schedules are complete each semester for printing and distributing purposes. Assist with building, changing and updating schedules each semester.
- Responsible for preparing and distributing the Final Exam schedule each semester.
- Keep records of minutes and objectives for all standing committees.
- Responsible for maintaining standing committee assignments.
- Responsible for requesting email addresses for all new full-time and part-time faculty, and ensure they get instructions on how to access their email addresses.
- Assist with maintaining the Syllabus System on the TVCC Homepage – uploading vitas and syllabi.
- Assist with catalog changes each year.

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- Keep a record of catalog distribution and number of catalogs printed and distributed each year.
- Responsible for purchase orders for the catalogs and schedules each year.
- Assist with the responsibilities for In-Service each semester.
- Responsible for reserving the Administration Building Conference Room.
- Prepare the Graduation Excused List each graduation.
- Responsible for preparing and mailing the TVCC Dual Credit Agreement to all service area high schools each year.
- Other duties as assigned by the vice president of instruction or other 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: 1/4/12

JD118