

**ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT OF RESOURCE
MANAGEMENT & COLLEGE RELATIONS**

GENERAL STATEMENT:

Provide assistance to the Vice President of Resource Management & College Relations.

REPORTS TO:

Vice President of Resource Management & College Relations

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 (45wpm net); Word, Excel, and Access skills required; ability to operate all office equipment; Good organizational skills; Good public relations skills.

DUTIES AND RESPONSIBILITIES:

- Answer phone and help set appointments for director with the public, faculty, staff, and students.
- Prepare reports and correspondence, including agendas and meeting minutes, for director and TVCC Foundation.
- Maintain contact files for donors.
- Prepare travel arrangements and purchase orders for director.
- Responsible for ordering of recognition awards for donors.
- Responsible for maintenance and ordering of supplies for office equipment.
- Responsible for tracking donated monies to insure they are utilized as directed by donor.
- Prepare reports as requested by director, foundation board and business office.
- Responsible for correspondence and card file for donor based scholarship funds.
- Other duties as assigned by the president and director.

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: 02/28/02

Revised: 9/4/03

JD328