

## **EXECUTIVE ASSISTANT I, PROVOST, PALESTINE CAMPUS**

### **GENERAL STATEMENT:**

Assist the provost in the attainment of the educational objectives of the institution.

### **REPORTS TO:**

Provost, Palestine Campus

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

### **FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

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

None

#### **EXPERIENCE:**

Three (3) years in office environment with manager responsibilities.

#### **OTHER:**

Strong computer and accounting skills.

### **DUTIES AND RESPONSIBILITIES:**

- Assist the provost in all areas of College operation including typing and filing of daily correspondence, scheduling appointments, travel arrangements, and other community involvements.
- Act as office manager. Coordinate work schedules for all office personnel including workstudy students. Supervise workstudy students assigned in this area and maintain time sheets.
- Process all purchase requests and maintain records. Check incoming invoices for appropriate signatures and verify receipt of merchandise. Assign account numbers and forward to business office for payment.
- Provide College services at the business office window by answering questions regarding all aspects of College operations. Operate system computer, collect money for various College functions, assist with daily bank, posting, etc.
- Assist with answering incoming telephone calls. Provide answers to questions regarding all aspects of College procedures: registration, admission, dropping and withdrawal, and community services.
- Assist instructors with purchases and requests to purchase.
- Maintain files for vendors and suppliers, as well as individual departmental charges.
- Maintain monthly expenditure reports for each department.
- Arrange for services to be performed such as minor repairs with permission from provost and coordination with maintenance supervisor.
- Post deposits on column journal and forward daily cash reports and deposit slips to business office. Maintain monthly and yearly summary of deposits for the Palestine Campus.
- Assist with entering income from cosmetology, library fines, and vending into the computer as received.
- Collect insufficient check monies through correspondence with check writers and the local District Attorney's office.
- Assist with daily deposits.
- Coordinate and arrange for meals during registration for all personnel. Assist and coordinate special occasion lunches such as Thanksgiving and Christmas on the Palestine Campus.

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- Assist the provost with preparation of yearly budget. Receive and coordinate with each department as to their proposed future needs.
- Assign account numbers for telephone companies, check charges, and collect personal fees.
- Supervise petty cash account and student loan accounts. Write and co-sign all checks with the provost.
- Coordinate all advertising with local newspapers and radio stations for each semester.
- Serve as notary for College records.
- Coordinate registration procedures and assign personnel to various duties. Collect tuition and fees, make deposits, and continue to oversee office during registration.
- Maintain listing of employee checks and distribute checks to employees on payday.
- Report all absentees and maintain record of each employee including vacation days.
- Assist in provision of College services in business office and bookstore as necessary.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by 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: 01/24/2018*