



Trinity Valley Community College

Job Description

Executive Assistant III

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serve as Executive Assistant to the College President, and to the Board of Trustees

REPORTS TO:

President

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma

PREFERRED:

Associates degree

EXPERIENCE REQUIRED:

Five (5) years of administrative or executive assistant experience

PREFERRED:

Work experience in an educational environment

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Basic Math |
| • Computer software proficiency – Microsoft Office | • Attention to detail |
| • Operating equipment – office or otherwise | • Time management |
| • Written and oral communication | • Organization |
| • Interpersonal and/or customer service skills | • Operational Systems and procedures |
| • Public Speaking/Presenting | • Budget and accounting principles |
| | • Administrative practices |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Perform administrative duties to assist the College President.
- Receive guests and answer the telephone for the College President. Ensure that all phone calls to the office are answered personally during normal work hours.

All TVCC positions are security sensitive and require a criminal background check.



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- Review incoming correspondence, including email, interoffice, and postal service mail addressed to the College President, and follow-up on items that need personal attention.
- Answer correspondence on behalf of the College President. Compose, edit, prepare, and distribute mailings, correspondence, memoranda, and reports, as required.
- Serve as a point of contact for individuals who direct their questions and concerns to the College President. Contacts include a wide variety of business, community, and governmental leaders throughout the state and country, as well as students and all levels of employees. Make decisions independently on issues to forward to the College President and/or an appropriate administrator.
- Provide support to other college administrators, Executive Leadership Team, College President's Cabinet, as needed.
- Expedite material or actions for the College President with little or no supervision. Answer inquiries and transmit instructions on behalf the College President.
- Collect data and track the progress of special projects; study reports received; check and compare with previous reports and other data and bring to the attention of the College President significant items, changes, errors, or omissions.
- Research and assist the College President in the preparation of speeches and presentations, maintain office files, keeping correspondence, reports and data available for reference and ensuring efficient operation of the office.
- Manage the staff and daily operations of the College President's Office; manage the College President's calendar; schedule and plan meetings and events that involve the College President; prepare materials for meetings; and ensure public meetings and announcements are posted as required by law.
- Assist with development and management of the annual budget for the College President's Office.
- Approve budget documents on behalf of the College President as set forth in procedure with the Business Office.
- Prepare the agenda and materials for meetings of the Board of Trustees. Serve as administrator for the Board Portal software tool. Attend board meetings and record, prepare, and maintain permanent written minutes of open sessions of the Board of Trustees. Ensure timely distribution of materials to the Board of Trustees. Ensure the Board is informed of upcoming events. Responsible for organizing the board meeting meal each month.
- Maintain budget records, make adjustments and change orders, as needed, and ensure all expenditures are authorized. Initiate purchases required for the efficient operation of the College President's Office, including expenditures for promotional items and for special events and activities.
- Make and facilitate travel arrangements for the College President and Board of Trustees and prepare budget documents as needed for travel expenditures.
- Plan, organize, and execute meetings, special events, and activities for the College President and Board of Trustees. Coordinate meeting rooms, catering arrangements, and related correspondence, as well as invitations, mailing pieces and program materials. Coordinate the maintenance of RSVP lists for events and activities as needed. When necessary take minutes for meetings.
- Serve as Records Management liaison for the College President's office, working with Records Management Office maintaining records in compliance with state law and the College's records retention plan. Maintain the college's history of board meetings and approved actions/decisions.
- Coordinates, organize, manage and prepare, Employee awards, Milestone Awards, Retirement requests, President's Scholarship awards, and 4.0 Graduate Awards.
- 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.
- Prepare sport passes for college sports activities to area superintendents and principals.
- Responsible for maintaining a full-time staff listing by department.
- Prepare PTK letters for all campuses each semester.

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- Maintain a list of retiree addresses for any necessary correspondence.
- Responsible for correspondence and insurance premiums for the eligible board members.
- Responsible for plant/flower orders for the college.
- Responsible for keeping all board member documents up to date.
- Serve as the board/president liaison for multiple organizations.
- Other duties as assigned by the President.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Reaching, Walking, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- Subject to: Lifting
- May need: Light Work

MENTAL DEMANDS:

- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: Less than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 9/13/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1117
DBM:	C	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	43-6014	Employment Status:	Full-Time
SALARY GRADE:	210	Length:	12 mo.
FUND:	001	TRS POS. CODE	TRS 01

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