



# Trinity Valley Community College

## Job Description

### Executive Assistant II

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#### **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:**

Provide executive and administrative assistant support to the Vice President.

#### **REPORTS TO:**

Vice President

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **PREFERRED:**

Associate degree in office-related work

##### **EXPERIENCE REQUIRED:**

Three (3) years' work experience in the administrative assistant field required or general office environment;

##### **PREFERRED:**

Work experience in an educational environment.

#### **OTHER LICENSES OR CERTIFICATIONS:**

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                       |
|--|-----------------------|
| • Typing/Data Entry                                | • Bookkeeping         |
| • Computer software proficiency – Microsoft Office | • Basic Math          |
| • Operating equipment – office or otherwise        | • Attention to detail |
| • Written and oral communication                   | • Time management     |
| • Interpersonal and/or customer service skills     | • Organization        |

**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:**

- Provide secretarial support for the vice president, including but not limited to greeting visitors; answering/screening telephone calls; opening/sorting/routing incoming and outgoing mail; scheduling travel; scheduling meetings and events; and assist in managing VP's Outlook calendar.
- Responsible for filing, making copies, scanning documents, and prepare/send faxes.
- Responsible for taking minutes at all VP's meetings, as requested.

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- Responsible for distributing minutes to staff of all VP's meetings, as requested.
- Check all incoming electronic purchase order requests, invoices, and special assignment agreements to ensure that the accounts have adequate funds for payment.
- Prepare and distribute memos, mailings, spreadsheets, reports, and schedules as requested by VP.
- Maintain staff contact list for department.
- Maintain necessary spreadsheets and files for department
- Calculate and provide billing statements to Accounting Services on a monthly basis, as required.
- Assist with maintenance of department equipment, and submitting requests to appropriate channels for repairs if needed.
- Assist with budget requests each year.
- Assist with building, changing and updating schedules each semester, if applicable.
- Assist with additions/deletions/changes in Colleague as requested.
- Assist with catalog (Course Leaf) changes each year.
- Keep a record of faculty handbook distribution and number of faculty handbooks printed and distributed each year.
- Assist with the responsibilities for special events each semester including, but not limited to reserving room/event set-up, ordering and submitting purchase order for meals, working with print shop department to develop schedules/agendas, and distribute printed schedules/agendas.
- Reserve the Administration Building Conference Room for individuals who request it, based on availability.
- Work with VP to determine end of semester tasks and notify personnel of upcoming events.
- Work with VP to determine graduation tasks, as required.
- Maintain department webpage for TVCC website.
- Assist with other webpage(s) as needed.
- Responsible for maintenance and ordering of supplies for VP office
- Enter events (excluding sporting events) on the TVCC online calendar, as required.
- Work with IT to get the semester schedule(s) posted to the TVCC website.
- Other duties as assigned by the vice president or other appropriate supervisory personnel.
- Maintain confidentiality of information
- Work assigned schedule and comply with timekeeping policy

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

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

##### PHYSICAL DEMANDS:

- Requires: Reaching, Walking, Finger dexterity, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- Subject to: Crouching
- Occasionally need to: 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

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*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*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1120
<b>DBM:</b>	B	<b>Travel Required:</b>	None
<b>IPDEDS/SOC CODE:</b>	43-6011	<b>Employment Status:</b>	Full-Time
<b>SALARY GRADE:</b>	175	<b>Length:</b>	12 mo.
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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