

EXECUTIVE ASSISTANT III, PRESIDENT

GENERAL STATEMENT:

Provide administrative assistance to the president.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma required; Associates degree preferred

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years of administrative assistant experience required; Work experience in an educational environment preferred.

OTHER:

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

- Responsible for all incoming and outgoing communication from the president's office
- Preparation of all correspondence including but not limited to agenda's minutes and memos.
- Prepare travel arrangements, purchase orders, and travel reports for president and board of trustees.
- Coordinates Milestone Awards, 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.
- Prepare all board meeting agendas and minutes.
- Responsible for recording and taking minutes at each board meeting.
- Responsible for organizing the board meeting meal each month.
- Annually prepare and keep up with award budgets
- Responsible for posting all board meeting agendas and minutes onto the board portal website.
- Organize all daily incoming mail and distributing appropriately.
- Process invoices as needed.
- Responsible for maintaining a full-time staff listing by department.
- Organize and prepare all milestone/retirement documents and ordering awards for each.
- Prepare PTK letters for all campuses each semester.
- Maintain a list of retiree addresses for any necessary correspondence.
- Responsible for reserving meetings in the boardroom.
- Responsible for reserving meeting in conference room when needed.
- Organize Executive Cabinet meetings and agendas for the President.

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- Responsible for correspondence and premiums for the eligible board members.
- Responsible for maintaining copies of current board meeting agendas and minutes for auditors.
- Coordinate Christmas Board Luncheon.
- Responsible for plant/flower orders for the college.
- Other duties as assigned by the President.

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: 03/28/2019

JD117