

Executive Assistant I

Definition

Acts as the Executive Assistant to the President at a State College, and assists in the development and implementation of College policies and the development management and control of college plans, programs and operations; and for expediting the work of the College through appropriate channels; serves as a member of the President's Cabinet and assumes responsibility in all aspects of the administrative, instructional and financial operations of the College; does related work as required.

Examples of Work

Develops and recommends goals, programs and policies to the President; participates in their review, interpretation and implementation.

Plans and coordinates the implementation of new or revised College policies.

Establishes and maintains cooperative working relationships with executive and administrative officers of the College, the Faculty Senate and its committees, department chairpersons, faculty members, staff and students, government and private agencies and/or the public to ensure that established goals are met and resolve problems.

Participates with executive officers of the institution in the formulation of Divisional policy

Plans, implements and controls general and special projects assigned by the President; insures timely completion.

Recommends organizational arrangements, performance criteria and administrative procedures to help achieve College goals

Performs special studies or investigations which require the analysis of requests and facts of a sensitive nature; makes recommendations regarding appropriate action.

Conducts research; evaluates data and prepares reports containing findings and recommendations for the review, information and assistance of the President.

Participates in the development of the College budget and the allocation and control of budgetary resources

Supports and coordinates the activities of the Board of Trustees including preparation of agendas, scheduling and attending meetings, preparing minutes, and communicating Board decisions to the College.

Participates in conferences, seminars or meetings representing the President as required

Hears appeals concerning decisions rendered at a prior step at the direction of the supervisor

Prepares policy and position papers for the President

Supervises the operation and staff of the Presidential Office

Arranges meetings and conferences for the President

Manages the planning and coordination of all functions of the Presidential Office and attends such functions as directed.

Develops and implements measures to insure that the directives of the President are properly carried out.

Interviews visitors to the Office of the President; responds to inquiries or requests; and advises the President concerning matters requiring his/her personal attention.

Prepares the budget for the Office of the President and monitors all expenditures.

Prepares detailed correspondence in the course of official duties

Maintains essential records and files

Requirements

Education

Graduation from an accredited college with a Bachelor's Degree supplemented by a Master's Degree in a field related to the position to be filled or equivalency as determined by the appointing authority.

Experience

Five years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or a related field and/or professional experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting and budgeting or in assisting an executive with program development and implementation or equivalency as determined by the appointing authority.

Applicants who do not possess the required education may substitute indicated experience on a year for year basis (30 credit hours is considered one year of college.)

A Doctor of Philosophy degree or Doctor of Education degree may be substituted for two years of the indicated experience.

Knowledge, Skills and Abilities

Ability to acquire knowledge of all aspects of the College organization and operation

Through knowledge of modern management principles and techniques and their application

Ability to acquire considerable knowledge of philosophy, goals and organization in higher education

Ability to acquire considerable knowledge of College policies and procedures

Wide knowledge of the principles of budget planning, organization and personnel management

Ability to acquire wide knowledge of agencies of State and local government and private organizations that impact on the College and its program

Ability to assist in the development of College and Divisional policies

Ability to assist in the development, management, and control of College plans, programs and operations.

Ability to expedite the work of the College through appropriate channels

Ability to establish cooperative working relationships and coordinate college programs with other organizations that impact on or relate to College operations.

Ability to work cooperatively with College executive and administrative officer, faculty, staff, students and the public

Ability to plan and schedule conferences, meeting and seminars

Ability to hear student appeals

Ability to conduct studies, investigations and research, evaluate data and develop conclusions and recommendations.

Ability to prepare policy and position papers

Ability to effectively supervise subordinate staff including developing performance standards, making performance evaluations and approving personnel actions

Ability to develop, administer and monitor a budget

Ability to prepare clear, sound, accurate and informative reports that include findings and recommendations

Ability to prepare clear and detailed correspondence

Ability to speak in public

Ability to represent the President at meetings, conferences and seminars

Ability to supervise and/or maintain essential records and files

Salary Range: D32