JOB DESCRIPTION

JOB TITLE: Executive Administrative Assistant

REPORTS TO: Vice President of Student Affairs and Enrollment Management; or Vice President of Academic Affairs and Faculty Development/College Provost; Vice President of Distance Education/Provost, Porter Campus at Wiregrass Ranch, Vice President of Community Engagement, Planning, & Strategic Partnership Development, or Vice President of Administration and Finance

BASIC FUNCTION: Performs advanced stenographic and secretarial work with administrative responsibility to the Vice President.

CLASSIFICATION: Managerial and Technical Personnel

DUTIES AND RESPONSIBILITIES (General):

1. Prepares agendas and minutes for appropriate councils/committees, with guidance from the Vice President.

2. Keeps certain budget information for the Vice President.

3. Periodically checks minutes of meetings of the District Board of Trustees, the President Administrative Leadership Team, and other appropriate committees/councils to ensure that the appropriate follow-up has occurred; informs the Vice President of needed actions.

4. Maintains files for letters and related materials, researches inquiries, and responds on own initiative and assembles information for the Vice President’s use.

5. Coordinates general office procedures; maintains office files; screens incoming correspondence and communications; inputs appropriate purchase orders; orders office supplies as needed.

6. Maintains the Vice President’s appointment calendars, schedules appointments, receives and screens callers.

7. Makes travel arrangements for the Vice President.

8. Takes and transcribes dictation or transcribes recordings; prepares forms and composes correspondence and memoranda independently for the Vice President.

9. Arranges and supervises part-time clerical assistance through student assistants, work study, or OPS staff.

10. Maintains and processes appropriate payroll certifications.

11. Prepares appropriate Board agenda items.
Job Description
Executive Administrative Assistant

Each Assistant has specialized job functions:

The Executive Administrative Assistant to the Vice President of Student Affairs and Enrollment Management:

12. Is responsible for the maintenance of all College forms; maintains the Groupwise folder, College Forms, and coordinates the ordering of College forms between College personnel and the printing companies.

13. Maintains the IMM and DBOT Rules Groupwise folders.

14. Prepares agenda and transcribes minutes for the President Administrative Leadership Team, with guidance from the President.

The Executive Administrative Assistant to the Vice President of Academic Affairs and Faculty Development /College Provost:

15. Maintains, checks, and posts any changes to curriculum records, program and course objectives, and catalog revisions to the Groupwise District Board of Trustees curriculum folder.

16. Assists the Vice President with the annual College Catalog/Student Handbook based upon accumulated changes.

17. Prepares proposed curriculum changes for consideration by the District Board of Trustees, with guidance from the Vice President.

18. Maintains official copies of the updated College Catalog/Student Handbook.

The Executive Administrative Assistant to the Vice President of Administration and Finance:

19. Maintains and processes notary public applications.

20. Maintains and processes official college bank services documentation, with guidance from the Vice President.

21. Maintains check receipt log for Foundation monies as a measure for internal control.

22. Assists in the publication and distribution of the Annual Financial Report (AFR), Capital Improvements Program (CIP), and the Educational Plant Survey.

23. Maintains and processes invoices for TodayCare Children's Centers.

24. Prepares annual budget presentation.
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All Executive Administrative Assistants:
25. Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Standard high school diploma or GED required. AA or AS degree preferred. Degrees must be from a regionally-accredited institution. Must have experience in editing written materials for spelling, grammar, and punctuation; ability to organize and work independently; excellent communication and interpersonal skills; and excellent word processing skills. An ability to use additional software packages is preferred.

Keyboarding Speed: 60 Net Words Per Minute with 95% accuracy
Machine Transcription: 25 CWPM with 95% Accuracy