

Seward County Community College
Structured Compensation - Job Description
Executive Assistant

Data Year: 2018

Prepared On: 07/11/2018

Department:	President	Grade:	10
Reports To:	President	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	1
Approved By:	Dr. Ken Trzaska	Effective Date:	02/12/2016
		Revised Date:	08/30/2016

Role:

Essential Functions & Responsibilities:

- E 35% Schedules appointments and maintains calendar for the college president; prepares conference registration forms; makes travel arrangements for president, board members, and others in president's office as needed or requested; coordinates arrangements for business and social functions of the president and the board of trustees.
- E 25% Interacts with college team members, students, board members, or outside contacts to provide information, solve routine problems, or otherwise respond to requests; represents the college president where appropriate within the college community as well as with external agencies.
- E 10% Functions as recording secretary to College Executive Team; prepares agenda and meeting packets; attends meetings to take and transcribe minutes; maintains and updates the minutes; distributes approved minutes to college team.
- E 10% Functions as recording secretary for the board of trustees. Assists in preparing agendas, prepares and mails board packages, coordinates details for meetings and other functions, attends meetings, takes and transcribes meeting minutes, maintains and updates minute's, etc. Makes travel arrangements as requested and prepares expense reports.
- E 10% Schedules meetings as requested; coordinates details, notifies attendees, types and/or prepares and distributes meeting materials, and, when requested, attends meetings to take and transcribe minutes. Maintains schedule for use of board room.
- E 10% Prepares outgoing mail and sorts and distributes incoming mail and takes messages for the president and other members of the president's suite as needed.

Performance Measurements:

1. Assist the President in keeping the college, the Board of Trustees, and the partners of the college informed of policies, procedures, and Board decisions.
2. Insure the Board of Trustee meetings are organized, publicized, and documented according to public meeting regulations; and that information is supplied to the Trustees in a timely manner.
3. Insure that the administrative team is informed appropriately of Trustee requests for information; and that Trustee members' requests are resolved in a timely manner;
4. Maintain professionalism including adherence to the policies and procedures of the college, local, state and federal laws/regulations.

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5. Reflect a positive image of the President's Office and the college.
6. Maintain a professional appearance.
7. Maintain an organized work area.
8. Maintain confidentiality and fiscal integrity.

Knowledge and Skills:

Experience Five years administrative clerical experience required. Experience as an executive secretary and/or experience in higher education preferred. Able to meet the requirements of being designated as a State of Kansas Notary Public.

Education A Bachelor's degree.

Interpersonal Skills A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills Knowledge:
Proficient in Microsoft Software (Word, PowerPoint, Excel).
Knowledge in Banner Systems preferred.
Knowledge of clerical procedures.
Knowledge of proper email, and telephone etiquette.
Knowledge of principles and processes for providing customer and personal services including: customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills:
Excellent active listening skills to pay attention to what other people are saying and taking time to understand the points they are making, asking questions as appropriate and no interrupting at inappropriate times.
Excellent oral communication skills to convey information effectively.
Excellent written skills to communicate effectively the appropriate needs of the audience.

Abilities:
Ability to perform day-to-day administrative task including: proper paperwork processing and record keeping.
Ability to maintain confidentiality and professional communication is a material part of the job, requiring a significant level of diplomacy and trust.
Ability to organize a variety of responsibilities and activities during frequent interruptions.
Ability to develop and maintain constructive and cooperative working relationships with others.

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Ability to consistently present a welcoming attitude to the public and college constituents.
Ability to remain calm during periods of multiple deadlines, projects, and activities.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 30 min at one time with a total of 8 hours
Standing for a period of 30 min at one time with a total of 1 hour
Walking for a period of 10 min at one time with a total of 2 hours
Lifting up to 5 lbs. frequently and up to 10 lbs. occasionally
Carrying up to 5 lbs. frequently and up to 10 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, and reaching above shoulder level occasionally
Keyboarding 3 hours daily
Drive automotive equipment occasionally

Work Environment Work a minimum of 40 hours Monday through Friday with some additional evening and weekend events required (monthly Board meetings, annual commencement, etc.). On rare occasions an overnight stay for professional development may be required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature