NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Administrative Assistant to Executive Vice President for Instruction

Department: Instruction
FLSA Status: Exempt
Grade/Level: Admin/Prof I-E
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Full Time
Reports To: Executive VP of Instruction
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

PURPOSE:
The Administrative Assistant provides the coordination of all activities associated with the Executive Vice President’s office. Under the general supervision of the Executive Vice President, the Administrative Assistant works independently to provide the following functions and tasks.

MAJOR RESPONSIBILITIES:
- Maintain permanent and part-time faculty files.
- Arrange travel details for the vice president.
- Provide authoritative information regarding administrative policies and procedures.
- Compose interpretative and directive correspondence requiring subject matter knowledge and discretion.
- Process and handle confidential matters all within broad areas of discretion.
- Arrange, record, participate in, and implement decisions of meetings and conferences.
- Sign correspondence, requisitions, vouchers, and other forms on behalf of the vice president as directed.
- Coordinate and prepare final copy of all class schedules, complete with room assignments.
- Coordinate Technical Program Advisory Committee banquet each year.
- Control appointments for Executive vice president.
- Schedule rooms for outside units using college facilities.
- Assist in calculating and reporting overload salaries for full-time faculty.
- Calculate salaries and prepare letters of appointment for part-time faculty.
- Prepare and disseminate survey packets for student evaluation of faculty.
- Assist coordinator of institutional effectiveness in preparing reports of faculty evaluation results for vice president.
- Assist in preparing budgets and related financial documents.
- Prepare and process all purchase orders for the vice president.
- Assist the Executive vice president with updating of college catalog.
• Operate computer, printer, calculator, copy machine and typewriter.
• Perform other duties as assigned by the vice president.

QUALIFICATIONS:

Knowledge required: Administrative office skills, methods and procedures; deal effectively and cooperatively with staff and public; extensive English usage, grammar, letter writing.

Skills required: Work independently, organize workload, follow directions; know coordinating board rules and regulations; choose alternatives, work well under stress; operate office equipment; supervise and train faculty office staff. Dependability and reliability a must.

Physical and Mental requirements: Sedentary; frequent standing, sitting, reaching, walking; frequent near vision use; frequent hearing use (conversational level); frequent stressful conditions (cardiovascular). Frequent cognitive decision making (lack of mental impairment).

Education and experience required: High school diploma required, some college and three years of related supervisory experience in a college setting preferred.

This position is an inside office position with minimal safety/health hazard potential.

SIGNATURES:

__________________________________________  ____________________________
Administrative Assistant to Exec. VP for Instruction  Date

__________________________________________
Executive Vice President for Instruction  Date

__________________________________________
President  Date