NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Executive Assistant to the President

Department: President
FLSA Status: Exempt
Grade/Level: Admin/Prof II

Work Schedule:
Monday - Thursday 8AM - 6PM
   Friday 8AM - 12PM
Or as assigned by the supervisor

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

PURPOSE:
To provide direct support to the president and board of trustees by performing administrative functions such as handling highly confidential matters, overseeing the flow of paper and work through the office, and drafting correspondence, reports, and presentations. Must possess extensive knowledge of the policies, procedures and organization of the college, as well as a broad understanding of the president’s positions and priorities with regard to a wide range of issues. The Executive Assistant works in cooperation with high level officials both inside and outside the college environment.

MAJOR RESPONSIBILITIES:

• Act as a liaison between president and college administrators, faculty, staff, students, other institutions, and the general public by serving as initial contact via phone or in person.
• Have access to and handle confidential materials. Frequently required to respond directly to inquiries and requests for information.
• Produce, compose, and edit correspondence and other material for president.
• Participate in the preparation of department budgets for the president’s office and board of trustees. Monitor budgets, accounting statements, and expenditures. Investigate and correct errors in accounting statements. Review reimbursements and initiate purchase orders for both departments.
• Manage the president’s calendar by screening and prioritizing with sensitivity and tact individuals wishing to see the president, and scheduling and rescheduling appointments.
• Prepare agendas and supervise organization of related material for monthly Board of Trustee meetings. Post agendas in county seats of College district. Attend meetings and record action items. Produce and distribute minutes.
• Serve as a member of the President’s Cabinet. Coordinate the preparation of agendas, meeting notices, and related information.
• Assist the Development Officer with various fund-raising activities.
• Work with the Public Information Officer to supply media representatives information regarding president’s office and Board of Trustee meeting.
• Serve on various ad hoc or standing committees as appointed by the president.
• Schedule all travel arrangements and complete travel expenditure forms for president and the board of trustees.
• Compile information, organize data, and generate various reports and summaries needed for meetings inside and outside the executive office.
- Plan and coordinate all aspects of meetings, workshops, and conferences called by the president.
- Perform general office support responsibilities such as setting up and maintaining complex filing systems, answering phones, screening calls and taking messages, reviewing incoming mail, operating copiers, fax, and other office machines.
- Perform other duties as assigned.

POSITION CHARACTERISTICS:

The Executive Assistant to the President must be capable of maintaining a fast work pace, managing multiple projects simultaneously, often under pressure with frequent interruptions. This position performs under general supervision of the president. Most normal duties and responsibilities are handled independently with the knowledge and use of established policies and procedures. Due to the nature of the interactions required of the Assistant, strong interpersonal skills such as tact and diplomacy are necessary, as are strong oral and written communication skills. The Assistant must demonstrate a significant ability for discretion and confidentiality in the handling of sensitive issues, plus have strong organizational and problem solving skills.

QUALIFICATIONS:

Bachelor’s degree and a minimum of five years experience required or Associate's degree and 15 years of experience required, at an executive support level including experience in word processing, coordinating travel and meeting arrangements, and acting as a liaison for the organization to outside constituents.

Must possess analytical, organizational, reasoning, supervisory, and problem solving skills; ability to meet inflexible deadlines; ability to deal with highly confidential data; ability to interact with campus community and external customers; excellent verbal and written communication skills; computer literacy; and ability to maintain accurate and detailed records.

SIGNATURES:

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Executive Assistant to the President

President

Job Description Developed: 1995