

## **Assistant to the President**

Full-time, 12 Month, Classified, Exempt Management Position

### **POSITION:**

Under general direction of the President, performs a variety of responsible and confidential administrative management functions in support of the President/Superintendent. Acts as the primary point of contact for both internal and external constituencies, assists and represents the President in communications, and handles multiple incoming issues and concerns addressed to the President, as they arise. Manages a variety of special projects for the President, in addition to budget administration, database report analysis; and supervision of clerical staff and/or student help. May be required to work nights and weekends.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

1. Serves as administrative assistant to the President /Superintendent; organizes and prioritizes all day-to-day office activities associated with the President/Superintendent's Office; implements and maintains effective operating policies, and procedures.
2. Supervises and trains the Board of Trustees Support/Coordinator, and may serve as a replacement.
3. Performs secretarial duties for the President/Superintendent and other administrative positions; types letters, reports, agendas, minutes, memoranda, and office documents of manuscript quality.
4. Independently researches, prioritizes, and follows up on multiple incoming issues and concerns addressed to the President/Superintendent, including those of a sensitive and/or confidential nature; determines appropriate course of action, referral, and/or response.
5. Maintains calendar of appointments for President/Superintendent and other administrative positions; makes meeting arrangements, compiles and checks agenda materials, reviews board material and minutes.
6. Serves as the primary point of initial contact for internal and external constituencies on all matters pertaining to the Office of the President/Superintendent. Organizes the flow of communications through the President /Superintendent's Office in an efficient and effective manner with College personnel, students, news media, the general public, businesses, and agencies to interpret general policies and procedures.
7. Assists staff in coordinating their work with the President/Superintendent's activities; initiates telephone calls and direct contact with staff and public; resolves less complex problems by telephone and by direct contact.
8. Provides direction and/or assistance in the coordination of campus events initiated by or at the request of the President/Superintendent.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- **Ability to effectively and efficiently handle multiple, simultaneous, and complex tasks and projects. Skill in organizing resources and establishing priorities.**
- **Knowledge of office management principles and procedures.**
- **Information research, analysis, and evaluation skills.**
- **Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.**
- **Advanced verbal and written communication skills and the ability to work with a wide range of constituencies in a diverse community.**

### **EXPERIENCE, AND EDUCATION:**

- A bachelor's degree from an accredited college or university with major coursework in management or business administration, office practices, or related field **OR** the equivalent.

**PLUS**, five years of increasingly responsible administrative assistant, office management, or related experience. Experience in a community college is highly desirable.