



JOB DESCRIPTION

JOB TITLE: Executive Assistant	FLSA: Non-Exempt
Department: Office of the President	Date Reviewed: 5/16/2018
Security Sensitive: Yes	Grade: B-25
Reports To: President	

Job Summary

Under the supervision of the President, the Executive Assistant provides and coordinates executive-level support to facilitate the leadership and decision making roles of the President. Serves as a liaison between the President’s Office and the institution-at-large. Independently performs a variety of administrative staff support duties that require a range of skills and knowledge of organizational policies and procedures while maintaining a confidential environment. Provides and coordinates various support services for the Board of Regents. Maintains and promotes a cooperative, collaborative, customer-focused work environment and effective communication between the Office of the President and members of the public and the organization as a whole.

Essential Functions

- Serves as the first direct Office of the President point of contact representing the President in a positive and highly professional manner;
- Manages multiple, competing priorities and deadlines expediently and with considerable discretion and judgment;
- Executes, with minimal direction, administrative duties at the highest level, including managing time-critical, sensitive and/or confidential information;
- Researches and analyzes rules, regulations, and guidelines to implement processes to ensure compliance with Board policies and state/federal laws;
- Prepares reports by collecting and analyzing information;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response;
- Meets and corresponds with other assistants, staff, and faculty to coordinate meetings, plan travel, or prepare documents for Board meetings;
- Prepares Budget and Tax Rate Planning Calendar and public notices in compliance with state statues; assists Director of Business Services with final production of annual budget;
- Performs administrative responsibilities by drafting correspondence and reports; communicates with Board of Regents, faculty, staff and students; maintains President’s calendar; maintains office records and budgets; processes and reviews mail; arranges meetings, receptions, dinners, conference and travel arrangements to ensure professionalism and efficiency in all office operations;

- Serves as a liaison between the President and members of the administrative staff and faculty by soliciting ideas and information from, and providing information to, these groups to promote positive campus relations;
- Maintains a two-way communication flow with the Office of the President, the campus and external constituencies, including advisory councils, boards on which the President serves and other community agencies as necessary to foster positive community relations;
- Serves as a liaison between the President and other College administrators, members of the Board of Regents, public and private officials, various boards, faculty, staff, students, served by the College by communicating and/or interpreting policy, decisions, and documents issued by the College, gathering information and providing information to the President, and representing the President's Office on select college committees;
- Safeguards the confidentiality of College administration by exercising discretion in communicating information to faculty, students and staff served by the College, and in handling administrative records, files, and similar confidential items;
- Responsible for document destruction and archiving files and reports in the President's Office according to the Texas State Library and Archives Commission retention schedules and the College's records retention policies and procedures;
- Coordinates the flow of incoming and outgoing communications by drafting his/her own correspondence or letters for the President's signature, receiving, routing and/or responding to incoming communications and determining the appropriate office, department or agency for outgoing communications;
- Research and prepare responses to public information requests for review by the President;
- Assists the President in oversight functions by reviewing, monitoring, and approving College personnel action forms, reviewing correspondence and documents prepared by other offices for the President's signature, and compiling Board materials;
- Plans, organizes, and coordinates special events including but not limited to the procurement of the venue, food and beverages, invitations, and room set-up and audiovisual equipment;
- Facilitates the success of events hosted by the President's Office by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment;
- Responsible and accountable for the publication of Board reports for regular, special, and committee meetings including the posting of notices ensuring compliance with the Open Meetings Act;
- Serves as recording secretary to the Board of Regents; completes Board meeting materials, posts agendas; maintains permanent record and files for Board of Regents; implements procedures adhering to legal requirements relating to Board minutes, agendas, posting of notices, executive session, elections, etc.; draft resolutions for review by College Attorney;
- Responsible and accountable for all aspects of conducting Board elections and ensuring compliance with state election laws including the coordination of the election process with the Office of the Galveston County Clerk and other entities in a joint election; prepares orientation materials for new Board member(s); ensures all required training guidelines are met;
- Assists members of the Board of Regents on College business;
- Serves as recording secretary to the President's Council;
- Responsible for maintaining web pages for the Board of Regents, President, and President's Council;
- Interpret, analyze, and advise staff on Board policies and Texas state statutes to ensure compliance;
- Liaison to and between the President and faculty, staff, students, and constituents;
- Makes travel arrangements for the Board of Regents and the President; completes documentation for travel approval and expense reimbursement; and reconciles credit card

- statements;
- Manages routine administrative tasks for the President's Office, as assigned, including ordering supplies, processing invoices, monitoring certain budget accounts, etc.;
 - Serves as a liaison for communication and operations with areas that report directly to the President;
 - Manages the daily operations of the President's Office by collaborating and communicating effectively and providing leadership and guidance to other staff members;
 - Assists the President with administrative duties associated with his/her appointment to regional or statewide offices; develop and implement processes for integrating procedures that comply with College regulations and procedures;
 - Promotes a positive image of the College by greeting and receiving visitors to the President's Office, responding to inquiries from diverse College constituencies, providing authoritative information regarding College policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following-up to determine the inquirer's satisfaction with the response;
 - Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
 - Exercise initiative in problem solving, organization, and managing multiple priorities while maintaining confidentiality and high quality customer service;
 - Exercises independent judgments in decisions needed to keep President's Office functioning effectively in absence of the President;
 - Resolves issues and advises others on various administrative resolutions in the absence of the President;
 - Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
 - Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
 - Other duties as assigned.

Minimum Education, Skills, Abilities

- Associate degree (Bachelors preferred) in related field and three to five years executive level support experience or an equivalent combination of education and experience.
- Effective oral and written communication skills are required. Requires a command of grammar, punctuation, spelling, and correct usage of the English language.
- Computer literacy is required and includes proficiency with word processing, spreadsheets, and presentation software.
- Excellent organizational skills are required.
- Must be able to work independently, use initiative, and make substantive decisions quickly.
- Ability to manage issues in a confidential nature. Requires professional attitude, tact and diplomacy.

Work Environment

- Work performed in climate-controlled area, with no exposure to environmental or work hazards.

Special Requirements

- Ability to travel with the Board to conferences and workshops as required;
- Ability to work evenings to attend Board meetings;
- Ability to work under stress;
- Subject to criminal background check.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date