



Job Classification Description

EXECUTIVE ASSISTANT TO THE PRESIDENT NON BARGAINING UNIT

**Grade 11
Exempt**

BASIC FUNCTION

To perform a wide range of administrative support functions for the President, including managing President's Office operations and managing specific projects or functions that are assigned.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage President's Office operations; set up procedures and protocols for daily operations and the activities within the office; oversee and carry out a variety of functional areas related to the President's responsibilities and other services that are administered within the President's office such as: personnel administration; oversight for special programs; collaboration with projects at the college, VSC or external; planning and organizing a range of events or; representing the President on special committees or projects within the college or externally.
- Supervise one or more clerical employees as well as student assistants: determine office staffing needs; plan and issue work assignments, monitor and check work, evaluate job performance, ensure that all work done by support staff is completed accurately and on time;
- Manage the President's Office operating budget and other special funds; organize and maintain/supervise appropriate office filing and recordkeeping systems.
- Perform a full range of support tasks for the President: open, screen and distribute mail, type, proof and edit correspondence, reports and other materials, regularly draft routine correspondence for President's signature; answer phone and greet visitors, screen calls, answer questions, maintain calendars and make appointments, refer to other college personnel or departments as appropriate, prepare and mail or distribute a wide variety of written materials; make or coordinate travel arrangements for the President.
- Staff the President's executive/senior staff committees and other College committees: prepare agenda, take and prepare minutes; compile information for members, follow up on Committee actions as appropriate.
- Coordinate a variety of special events sponsored by the President's Office, such as President's house entertainment: prepare budgets for events,

Executive Assistant to the President, continued

inventory supplies, prepare invitation lists, coordinate printing, and serve as liaison with the food service and various involved college departments.

- Keep abreast of current college policies and procedures governing a wide range of functions and programs.
- Confer regularly with the President and college/VSC administrators, staff, faculty and students to plan and coordinate programs/activities, exchange information, investigate and resolve problems, and the like. Informally represent the President to various internal constituencies, referring unusual problems or issues directly to the President as appropriate.
- Deal regularly with Trustees, alumni, parents, higher education associations, community organizations, and others outside the College in carrying out assigned functions.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate to minimal supervision is received from the President.

SUPERVISION EXERCISED

Functional and partial administrative supervision of one or more clerical employees as well as student assistants.

MINIMUM QUALIFICATIONS

Bachelors degree in administration or other related area, plus two to four years of relevant administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent typing and other general office management skills.
- Excellent oral and written communication skills.
- Good organizational, administrative, and supervisory skills. Previous experience in office management and organizing and coordinating events.
- Good general understanding of higher education organizational and governance structures.
- Ability to represent the President to and deal effectively with a broad range of individuals and groups within and outside of the College.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

