

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Provides executive level support to the President; manages daily operations of the President's office; serves as the initial point of contact for the President's office; serves as the recording secretary for the District Board of Trustees.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required; or an equivalent combination of education and executive level experience may be substituted for the degree requirement.
2. Years of experience in field: Six years of full-time executive level support is required. Intermediate to advanced level experience with personal computers, specifically the utilization of all Microsoft Office (Word, Excel, PowerPoint and Outlook) and Adobe Professional products is required. One or more years of supervisory experience as a "lead" employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.
3. Special skills or abilities related to position:
  - Ability to effectively manage a senior executive office operation including the schedule, professionally and confidentially.
  - Ability to communicate professionally and effectively, orally and in writing, with all constituencies; excellent interpersonal skills and leadership qualities.
  - Ability to establish and meet deadlines; balance multiple responsibilities; work without daily direct supervision, quickly and under pressure.
  - Ability to handle sensitive and confidential information with the highest degree of integrity and confidentiality.
  - Ability to respond quickly to changing priorities and emerging situations while maintaining professionalism and approachability.
  - Ability to anticipate the President's needs and collect/prepare information.

Special skills or abilities related to position: (Continued)

- Excellent prioritization, typing and grammatical skills and telephone etiquette.
- Intermediate to advanced proficiency with various Microsoft Office software required.
- A proven record in working successfully with diverse populations.
- Ability to travel between campuses.

ESSENTIAL JOB FUNCTIONS:

1. Answer questions and direct internal and external inquiries. Attend meetings and participate as needed by the President. Work with the college staff, faculty and President's staff to ensure smooth coordination and communications on a variety of issues.
2. Responsible for dealing with a diverse group of external as well as internal contacts, including government officials, business leaders, press, District Board of Trustees, FCS Presidents, and other distinguished and vital offices. Coordinate meetings ensuring smooth communications and follow up. Serve as a liaison between the Office of the President and other College operations, handling problems and complaints presented by students, parents, donors, and other organizations.
3. Receive and review incoming and outgoing correspondence, mail, email and telephone calls and refer to appropriate office or individual as needed. Organize and maintain call lists and follow up on all tasks, projects, requests, and questions that need approval from the President.
4. Position will have direct supervision of the Executive Administrative Assistant in the President's office providing guidance and training when necessary.
5. Assist the President in the preparation and compiling of information and documents for reports and presentations. Compose memorandums, letters, and correspondence for the President.
6. Responsible for establishing and maintaining official documents and records in appropriate files for the President.
7. Serve as back up to the Administrative Assistant with purchasing requirements for assigned areas, researching items and obtaining price quotes, submitting requisitions for purchase orders, maintaining expense card information, and reconciling purchases.
8. Coordinate purchasing activities records management for District Board of Trustees and President's Office. Maintain District Board of Trustees' calendar and calendar of absences for the Board members, President and President's staff. Maintain schedule for President's Conference Room and Board Room activities.
9. Gather, organize and prepare all items and paperwork to be included in the District Board of Trustees' agenda for the President's Office. Professionally and effectively work closely with administrators and compile meeting agenda. Serve as recording secretary at Board of Trustees' meetings; prepare necessary legal ads relating to Board of Trustees activities in accordance with state statutes, assure that approved documents are affixed with appropriate signatures. Function as the liaison between President and the Board of Trustees. Document travel for trustees to Board meetings and college functions. Prepare reports for reimbursement and retrieve data for informational reports.

ESSENTIAL JOB FUNCTIONS: (Continued)

10. Provide information regarding policies and procedures to students and the public. Maintain communication with administrators, staff and all College units.
11. May be required to take and transcribe dictation.
12. Coordinate activities for the President's Office such as receptions and luncheons, etc. for various college and civic groups hosted by the President.
13. Other duties as assigned by the President.
14. Due to the scope of responsibility of this position, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Routinely requires moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 1 (Administration)

SUPERVISOR OF POSITION: College President