COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT
PAY GRADE: C-9
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform highly responsible administrative assistant work which includes administrative responsibility in functioning as an aide to the College President; to serve as the initial point of contact for the president’s office; to serve as the recording secretary for the District Board of Trustees.

PREREQUISITES FOR POSITION (Qualification Standards):

I. Education or training: High school diploma or equivalent required. Associate degree preferred.

2. Years of experience in field: Six years executive secretarial/administrative experience required.

3. Special skills or abilities related to position: Knowledge of Business English, spelling and punctuation. Knowledge of office practices and procedures.

Ability to prepare documents and compose letters and memoranda. Ability to make decisions in accordance with College rules, regulations and policy. Ability to establish and maintain effective working relationships with employees, students and the public. Ability to maintain the schedule of the President and the President’s office.

Skill in taking and transcribing dictation; excellent computer skills in word processing, spreadsheets, graphs, etc.

ESSENTIAL JOB FUNCTIONS:

1. Function as Executive Administrative Assistant to the College President. Welcome visitors, secure details of specialized information, assist in office research and provide information regarding the services and operations of the College.
ESSENTIAL JOB FUNCTIONS (Continued):

2. Keep the President’s appointment calendar and schedule appointments. Receive and screen calls and refer callers to other employees, administrators or departments. Take notes and minutes of conferences, meetings and functions.

3. Prepare forms independently and compose letters for the President’s signature. Set up and maintain specialized office files. File letters, reports and related technical information in the prescribed manner. Assemble information for President’s use. Open, prioritize and process mail.

4. Type, proof and process letters, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Type information or enter data into a computer containing specialized technical terminology. Type proposals, surveys and contracts and prepare presentations.

5. Use computer to input data. Retrieve data for informational reports.

6. Perform research and retrieval of records and data. Conduct statistical comparison of information for the President’s use.

7. Develop and maintain specialized databases for President and District Board of Trustees.

8. Coordinate purchasing activities and 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. 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 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.

10. Make arrangements for conferences for Board members and president. Coordinate travel arrangements, prepare travel forms and arrange for reimbursement of funds for the President.

11. Provide information regarding policies and procedures to students and the public. Maintain liaison and communications with administrators, staff and all College units.

12. May be required to take and transcribe dictation if the position requires this skill.

13. Coordinate receptions, luncheons, etc. for various college and civic groups hosted by the President; coordinate and host receptions for various college functions; assist in coordinating arrangements for official civic and College meetings in conjunction with other departments in the College as required by the President.

14. Coordinate activities of other President’s Office staff.

(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.)

Revised 6/22/13
Revised 12/2/04
New 10/1/02
ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

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 I (Administration)

SUPERVISOR OF POSITION: College President