

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To perform highly responsible and advanced administrative assistant and clerical work which includes administrative responsibility in functioning as an aide to an executive of the college such as a president, vice president, provost or similar level administrator.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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: High school diploma or equivalent required. Associate's degree preferred.
2. Years of experience in field: Six years' full-time secretarial or complex clerical/ computer and typing experience required.
3. Special skill 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, regulation and policy. Ability to establish and maintain effective working relationships with employees, students, donors, volunteers, and the public. Ability to relieve the schedule of the supervisor. Ability to communicate both orally and in writing. Ability to type the prescribed words per minute accurately. Ability to access, input and retrieve information from a computer. Ability to represent the vice president and the office in a highly professional manner.

Excellent skill in the use of multiple computer office software. Strong emphasis in MS Office and word processing.

PREREQUISITES FOR POSITION (Qualification Standards) (CONTINUED):Special skill or abilities related to position (CONTINUED):

Outstanding personal skills, ability to work closely with a variety of people.

Ability to create, problem solve, and follow-through on a wide variety of activities.

ESSENTIAL JOB FUNCTIONS:

1. Function as administrative assistant to the president, vice president or college provost. Perform duties of an administrative assistant nature and participate directly in the work of the executive such as relating to college administrators, faculty, donors, board members and other staff. Provide and secure details of specialized information, assist in office research, and provide detailed information regarding the services and operation of the office; and communicate policy and procedures to staff, donors, board members, and the general public.
2. Prepare all necessary items for board and executive committee meetings including taking notes and minutes of meetings and follow-up as required.
3. Prepare forms independently and compose letters for administrator's signatures. Set up and maintain specialized office files. File letters, reports and related technical information in the prescribed manner. Assemble information for supervisor's use.
4. Type, proof and process letters, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders, contracts, and related paperwork. Type information or enter data into computer containing specialized technical terminology. Type proposals, surveys, and contracts.
5. Use computer, data entry equipment or word processors to input data regarding operations, or other related information. Design and retrieve data for informational reports. Prepare power point presentations.
6. Perform research and retrieval of records and data. Conduct statistical comparison of information for supervisor's use. Assist in the preparation and maintenance of department budget records. Maintain and process office staff payroll certification.
7. Receive and distribute information and material to volunteers, donors, board members, students and the public.
8. Coordinate travel arrangements, prepare travel forms and arrange for reimbursement of funds for supervisors.
9. Make decisions in accordance with college policies and procedures. Provide information regarding policies and procedures to students and the public.
10. Supervisory function of appropriate staff, volunteers, and student assistants.
11. Other duties as assigned.

(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 accommodations 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.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala or Citrus Campus, in an office designated at time of vacancy announcement.

SUPERVISOR OF POSITION: Designated at time of hiring/vacancy announcement.