

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

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

#### MAJOR RESPONSIBILITY:

To perform highly responsible and advanced administrative assistant work which includes administrative responsibility in functioning as an aide to the Executive Director of the CF Foundation; to serve as the recording secretary for the Foundation Executive Committee and to the Foundation Board of Directors. Both meetings are held monthly and after regular work hours.

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: High school diploma or equivalent required. Associates 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, 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 Executive Director and the office in a highly professional manner.

Special skills or abilities related to position: (Continued)

Excellent skill in the use of various computer office software, in particular word processing, spreadsheets, graphs, etc.

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 Executive Administrative Assistant to Executive Director. 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. (Gather, organize and prepare all items and paperwork to be included in the Foundation Executive Committee and the Foundation Board of Directors agendas for the Foundation. Work closely with administrators and compile meeting agenda. Serve as recording secretary at the Foundation Executive Committee meetings and the Foundation Board of Directors meetings; prepare necessary ads relating to Board of Directors activities in accordance with state statutes, assure that approved documents are affixed with appropriate signatures.)
3. Liaison to the CF Foundation Board of Directors, handle all administrative functions for the board of directors.
4. 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.
5. 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.
6. 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.
7. 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.
8. Receive and distribute information and material to volunteers, donors, board members, students and the public.
9. Coordinates travel arrangements, prepare travel forms and arrange for reimbursement of funds for Executive Director and Development team.
10. Assist Executive Director in preparing yearly budget.

ESSENTIAL JOB FUNCTIONS: (Continued)

11. Coordinate President's Holiday Reception and Annual Foundation Board Dinner. Also, assist in coordinating arrangements for various receptions, luncheons and events hosted by the Foundation office.
12. Project Manager for the Gabor Award Employee Recognition.
13. Project Manager for the Endowed Chairs and New Initiative Grants.
14. Liaison to Enterprise tenants.
15. Make decisions in accordance with the College policies and procedures. Provide information regarding policies and procedures to students and the public.
16. Supervisory function of appropriate staff, volunteers, and student assistants.
17. 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- 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.

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 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 devices.
- 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 in an office environment

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Executive Director of the CF Foundation or Designated at time of hiring/vacancy announcement.