

## EXECUTIVE ASSISTANT TO THE PRESIDENT

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 12

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Provides executive support for a wide variety of complex professional administrative duties and coordinates a number of programs and projects as assigned by the President.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides high-level administrative support and assistance to the President, including serving as primary point of contact with internal and external constituencies on matters relating to the Office of the President.
- Excellent verbal/written communication skills.
- Highly organized and detail-oriented.
- Proven record of researching, implementing, and maintaining processes, resources and tools for improving efficiency.
- Serves as primary liaison and aide, ensuring seamless coordination of the President's schedule and administrative activities, including assisting in scheduling leadership team meetings.
- Serves as a generalist performing complex administrative duties, including composing correspondence independently on a wide variety of matters and researching, prioritizing, and following up on incoming issues and concerns addressed to the President, including those of a sensitive and confidential nature.
- Organizes and coordinates executive outreach and external relations efforts; oversees special projects; and facilitates responsive, accurate, proactive, and collaborative communication with the entire college community (internal and external), as directed by the President.
- Assists in coordinating the agenda for the Board of Trustees meetings; assists in the preparation and delivery of the Board agenda, information packets, and all other related activities.
- Attends all Board meetings, ensures that Board minutes are transcribed to official Board records and that all official Board records are maintained and properly secured.
- Assists with the design and implementation of internal reports; development of presentations; the scheduling of travel arrangements; and the preparation of documentation for reimbursement (travel vouchers, mileage reports).
- Organizes all gatherings inclusive of regular and committee meetings, retreats, receptions, and events as directly related to the Office of the President.
- Handles sensitive and extensive confidential data.
- Assists with the process for systematic review and evaluation of Office of the President per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.

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- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and community.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents information to top management, public groups, and other groups, as needed.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Experience in managing and training staff.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- An understanding of and strong commitment to the mission of Texas Southmost College.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills; expert level written and verbal communication skills; and excellent listening skills with the experience and temperament to foster a cooperative, caring, inclusive learning environment for faculty, students, staff and external constituencies.
- Demonstrated ability to establish and maintain cooperative relationships with those contacted in the course of work and respond to sensitive matters and/or situations with discretion, tact, and confidentiality.
- Demonstrated ability to work in an entrepreneurial, high-demanding work environment that is mission-driven, results-driven and community oriented.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Demonstrated proficiency in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, prepare presentations, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to perform and excel in a high-tech all-digital environment.

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**REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university.
- At least ten (10) years of proven, successful administrative experience in higher education.
- Proven experience with ability to handle confidential information with discretion, to manage a large variety of details and coordinate complex projects during numerous interruptions, and to meet deadlines in a fast-paced work environment.

**PREFERRED EDUCATION AND EXPERIENCE**

- Post-graduate course work in education or equivalent from an accredited college or university.
- Proven successful administrative experience in a community college setting.
- Bilingual (English/Spanish)

**PHYSICAL DEMANDS**

The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas / Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a bachelor's degree from an accredited college or university?
  - Yes
  - No
3. \*Do you a minimum of ten (10) years of proven, successful administrative experience in higher education?
  - Yes
  - No
4. \*Do you have proven experience with ability to handle confidential information with discretion, to manage a large variety of details and coordinate complex projects during numerous interruptions, and to meet deadlines in a fast-paced work environment?
  - Yes
  - No
5. Do you have post-graduate course work in education or equivalent from an accredited college or university?
  - Yes
  - No
6. Do you have proven successful administrative experience within a community college setting?
  - Yes
  - No
7. Are you bilingual In English/Spanish?
  - Yes
  - No