

JOB DESCRIPTION

Institution:	Southwest Technical College
Position:	Executive Assistant to Administration
Last Revised:	05-03-2022
Reports To:	College President

Job Summary:

Reports to and works under the direction of the President to ensure the College is represented at its best and is the point of contact for the President’s Office and Vice President of Academics. Events Coordinator and Public Relations specialist for a variety of administrative functions in support of the President, Board of Trustees, Foundation Board, and Vice President of Academics. Serves the College by building valuable relationships with community leaders, industry partners, stakeholders and others while focusing on the guiding principles and goals of the College. Coordinate events and projects with executive staff, marketing, employer services, facilities, Employee Advisory Committee and facilitates communications in order to plan, carry out, and follow up on such projects. Exercises considerable judgement, tact, creativity and initiative in resolving problems, and exercises frequent independent judgement and action on behalf of the President and the College based on in-depth knowledge of policies and practices.

Provides administrative support for the College President and Vice President of Academics including typing, filing, preparation of templates and forms, basic correspondence, and other administrative duties as assigned in a timely manner.

Essential Functions:

1.	Represents the President and Vice President of Academics by welcoming visitors, reviewing correspondence; arranging college lunches, dinners and other corporate functions; answering questions and meeting requests directed to the president and Vice President.
2.	Supports the goals and vision of the College.
3.	Ensures a positive image is promoted both within and outside the College.
4.	Provides administrative support for College President and VP of Academics including but not limited to collection of data for recordkeeping and reporting, accurate entry of data into databases, maintenance of databases and filing systems, development and maintenance of internal and external contacts and information materials.
5.	Maintains President’s and Vice President of Academics calendar of meetings, appointments and events.
6.	From handwritten drafts, copies, information from records and files, or verbal instructions, types or otherwise prepares a variety of letters, memos, forms, reports, narratives, statistical tabulations, or other materials frequently requiring independent action and discretion on problems encountered and then routes appropriately.
7.	Use considerable judgement, poise and discretion in internal and external communications.

8.	Arranges and attends meetings, conferences, seminars, and other gatherings possibly to take notes or furnish information. Will be asked to prepare agendas/materials, contact invitees, arrange for room and refreshments, take minutes, and insure that all information is recorded and disseminated as required.
9.	Act as liaison with outside agencies including high-level staff such as: Governor, legislators, USHE Administrative and Executive staff, school districts, county commission and city officials.

Specific Responsibilities:

1.	Compiles information for the College and Foundation Board of Directors packets, prepares agendas/materials, arranges for Board meetings, contacts invitees, arranges for room and refreshments, and takes Board meeting minutes.
2.	Coordinates catering for special meetings and events.
3.	Makes travel arrangements for the President and Vice President of Academics.
4.	Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
5.	Collaborates with Marketing Team and participate in social media posting, chat box responding
6.	Works closely with the Events Team, Student Services and SUU to help facilitate and carry out bi-annual graduations
7.	Acts as a liaison to the Employee Advisory Committee (budget, appoint admin/faculty representation) on behalf of administration.
8.	Completes Credit Card statements and Purchase Authorizations for the Office of the President and Vice President of Academics.
9.	Other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Qualifications:

Excellent organizational skills with a high degree of efficiency and accuracy. Excellent communication and interpersonal skills. Ability to work independently in a fast-paced environment while performing advanced, diversified and confidential duties. Continual attention to detail in composing, proofing, establishing priorities and meeting deadlines. Ability to continuously seek quality service and process improvement in order to support the College mission and strategic vision. Displays a high level of effort and commitment to performing work; demonstrates trustworthiness, acts responsibly, is eager to learn, seeks out and accepts increased responsibility; displays a “can do” approach; shows persistence; does things without being asked; operates effectively within the organization, accepts direction and feedback and follows through appropriately.

1.	Education:	High School Diploma or equivalency (GED) required. An Associate Degree or equivalent credential from a college or university is preferred.
2.	Specialized Knowledge/Skills	<ul style="list-style-type: none"> ● Skilled in typing accurately and composing business letters/emails, the ability to record and transcribe meeting minute from which to prepare an accurate record of events, and ability to maintain a computer database, and electronic and paper files as well as accuracy in data entry and report compilation. ● Strong computer skills and proficient in Microsoft Office skills. (Word, Excel, and PowerPoint) ● Ability to communicate with a helpful disposition necessary to deal effectively and courteously with internal and external contacts. ● Ability to establish and maintain good working relationships with supervising personnel, co-workers, subordinates, civic organizations, business professionals, and the general public and to use good judgment in recognizing scope of authority. ● Self-starter with organizational and time management skills with a high degree of efficiency and accuracy. ● Ability to understand and follow pertinent policies and procedures clearly and accurately. ● Flexibility to undertake a variety of assignments. ● Ability to adjust scheduled hours occasionally.
3.	Experience:	A minimum of two years of related work experience in an administrative position, demonstrating experience in modern office practices and procedures, knowledge and the use of office machines and equipment.
4.	Background Check:	Must be able to pass a background check.

Environmental Factors:

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals, and the hazards associated with respective industry equipment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

