POSITION PURPOSE

Reporting to the Chancellor, provides administrative and secretarial support for the chancellor; operates the chancellor's office; assists the Board members and the other office support staff as needed; and responds to public inquiries.

NATURE and SCOPE

The Assistant to the Chancellor supervises part-time staff assistants.

This position is responsible for maintaining calendar meetings, assigning tasks to others, routing correspondence, and communicating with others to ensure that activities go smoothly.

KEY DUTIES and RESPONSIBILITIES

1. Coordinate office communication, including: prioritizing and routing mail, formatting and dispersing communication such as invitations and announcement newsletters, screening phone calls, and maintaining files.

2. Organize major meetings such as the Chancellor's Advisory Council and the Board's Audit and Finance committee, prepare agendas, and record minutes.

3. Organize projects and events such as workshops, conferences, luncheons, opening day, assorted tasks.

4. Provide assistance and information, and resolve problems for students, staff and public.

5. Coordinate Chancellor's travel.

6. Manage office budget and expenses.

EMPLOYMENT STANDARDS

Knowledge:

1. Absolute written and oral English proficiency.

2. Extensive computer skills and experience with a variety of programs including: Microsoft Word, Filemaker, Quark Xpress, MeetingMaker.

3. Experience with technological communication tools such as e-mail, voicemail and the Internet.

4. Board Policy.

5. Administrative Travel Policy.

7. Check Request Procedures.
8. Government laws, codes, regulations and guidelines, which apply in department.

Skills and Abilities:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Communicate effectively both orally and in writing.
3. Good public relations skills.
4. Reasoning and Problem solving skills.
5. Organizational and time management skills.
6. Prioritizing tasks and projects.

Education and Experience:
1. AA in related field.
2. BA in a related field preferred.
3. 3-5 years working as an assistant.
4. Experience managing an office budget.
5. Experience in an administrative support role.
6. Experience juggling multiple priorities and deadlines.
7. Experience in report writing and presentation.
8. Experience working for an educational institution.

Working Conditions:
1. Typical office environment.

Date Approved:
Range: P-12
EEO-Category: H-30