Foothill De Anza Community College District

Executive Assistant, Office of the President

Department: President's Office

College: Date: February 1996

POSITION PURPOSE

Reporting to the President serves as confidential executive assistant. Acts as a liaison between the President, Chancellor, Board of Trustees, and senior management. Organizes, manages, and directs daily operations in the President's Office. Prioritizes and routes incoming mail and correspondence. Initiates preparation of responses to correspondence and phone calls. Schedules appointments with students, faculty, community members, other colleges, and businesses. Coordinates numerous forums, events, luncheons, and other meetings; monitors the office budget. Organizes agendas, prepares background materials, and arranges meetings that the President attends, both internally and externally; transcribes minutes; prepares agenda items to be submitted to the Board of Trustees, and maintains office files relating to all matters that go through the President's Office.

NATURE and SCOPE

The Executive Assistant supervises the student worker and casual employees as needed, with supervisor's approval.

The Executive Assistant is responsible for distributing incoming mail, reports, and articles; deciding whether telephone calls should be delegated and to whom, and making routine office decisions regarding travel arrangements, purchases, etc.

KEY DUTIES and RESPONSIBILITIES

1. Answer phones for President, make appointments, handle complaints, questions, daily business discussion, etc.
2. Type correspondence; open, sort and distribute mail, reports and articles; maintain files.
3. Respond to in person requests from students, faculty, staff, and community members.
4. Create agendas for various meetings and record and type minutes.
5. Write receipts, process checks, mail “thank you” letters and receipts for President's Office and for the Development Office.
6. Develop submission material for Board of Trustees.

EMPLOYMENT STANDARDS

Knowledge:

2. Grammar / correspondence-writing skills.
4. Board policies, administrative travel policies.
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. Excellent computer skills, note-taking skills for minutes, etc.
4. Reasoning and Problem solving skills.
5. Organizational and time management skills.
6. Public Relations (interpersonal) skills.
7. Management / Supervisory skills.
8. Prioritizing tasks and projects.

Education and Experience:

1. AA or BA preferred.
2. 5-10 years secretarial experience.
3. Previous experience in a community college preferred.
4. Experience in managing office and administrative support.
5. Experience in report writing and presentation.

Working Conditions:

Typical office environment.

Date Approved: Revised December 3, 2001
Range: P-11
EEO-Category: H-30