Foothill De Anza Community College District

Special Assistant to the President

Department: President’s Office

College: Date: April, 2000

BASIC FUNCTION:
Under supervision of the President, provide secretarial and graphics duties in support of activities stemming from the Office of the President.

REPRESENTATIVE DUTIES:

1. Secretarial and graphics support for the activities of the President

2. Provide administrative and clerical support to the President, including filing, word processing, letter and report writing, budgets, databases, mail, phones, meeting and travel arrangements.

3. Create all computer graphics, website and publication designs.

4. Plan for special events sponsored by the president’s Office.

5. Develop sophisticated audio/visual, graphic, and printed materials, including data and organizational charts and timelines; graphic conceptualization of text documents; annual reports; thematic name badges, invitations and programs; and certificates and resolutions.

6. Create leadership team exercises demonstrating imagination and resourcefulness.

7. Assist the President with matters related to college policy; plan and prepare materials for college-wide events; disseminate information to the campus community; maintain update and administer the president’s Intranet; function as an advisor, liaison, research, planner, trainer and writer with a variety of specific areas that are often confidential

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Time management and organizational techniques

2. Graphic design software and its uses

3. Modern office practices and equipment use

4. College and District policies and procedures

Ability to:

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 student, faculty and staff.

2. Ability to manage and monitor office budgets and databases.

3. Ability to research and analyze information pertinent to making informed decisions.

4. Demonstrated ability to do multiple complex and detailed tasks, and work under pressure demanding timeliness.
5. Effective communication skills, both oral and written.

6. Ability to use a variety of office software applications with a high level of proficiency, including digital art and design.

7. Creativity in designing, organizing and implementing special projects for retreats, in-services, and other events on and off campus.

8. Effective interpersonal skills and demonstrated ability to think critically and problem-solve independently, resolve conflict sensitively and efficiently and interface with the public under pressure.

EDUCATION AND EXPERIENCE:
At least 5 years of increasingly responsible experience in an executive support position with excellent clerical, planning and organization skills, including filing, word processing, letter and report writing, mail, phones, meeting and travel arrangements.

PREFERRED QUALIFICATIONS:
• Bachelor’s Degree or equivalent work experience
• Experience using Macintosh 9.2 and 10.3 operating systems
• Advanced use of Macintosh applications, particularly QuarkXPress, FileMaker pro, Adobe products including Photoshop, Acrobat, PageMill and Illustrator, and Microsoft Office (Word, Excel and PowerPoint)
• Technical skills to serve as office resource to troubleshoot computer and application problems and provide tech support for President’s presentation.
• Experience in higher education in an executive support position
• Familiarity with Title 5 and California Education Code.

Range: P-12
EEO-CATEGORY: H-30