

## EXECUTIVE ASSISTANT IV

### JOB SUMMARY

Acts as an executive assistant to an executive officer, assists in the development and implementation of division policies and the development, management and control of the plans, program and operations under the direction of the executive and for expediting work through appropriate channels; assumes responsibility in all aspects of the operations under the direction of the executive; does related work as required.

### EXAMPLES OF WORK

Develops and recommends college/division goals, programs and policies to the supervisor; participates in their review, interpretation and implementation.

Plans and coordinates the implementation of new or revised college/division policy.

Establishes and maintains cooperative working relationships with executive and administrative officers of the college, the Faculty Senate and its committees, department chairpersons, faculty members, staff and students, government and private agencies and/or the public to ensure that established goals are met and resolve problems. Plans, implements and controls general and special projects assigned by the executive officer insuring timely completion.

Recommends organizational arrangements, performance criteria and administrative procedures to help achieve college/division goals.

Performs special studies or investigations which require the analysis of requests and facts of a sensitive nature; makes recommendations regarding appropriate action.

Develops and implements measures to insure that the directives of the supervisor are properly carried out.

Assists in developing curriculum and planning and implementing curriculum changes.

Arranges and schedules meetings and conferences for the supervisor.

Participates in conferences, seminars or meetings representing the supervisor as required.

Assists in the faculty selection and appointment procedures.

Conducts research; evaluates data and prepares reports containing findings and recommendations for the review, information and assistance of the supervisor.

Supervises the operation and staff of the office.

Hears appeals as required.

Counsels students concerning academic, vocational and/or personal difficulties.

Interviews visitors to the supervisor's office; responds to inquiries or requests; and advises the supervisor concerning matters requiring his/her personal attention.

Participates in the development of the college/division budget and allocation and control of budgetary resources.

Serves on ad hoc and standing committees as required.

Prepares detailed correspondence in the course of official duties.

Maintains essential records and files.

## REQUIREMENTS

### Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree or equivalency as determined by the appointing authority.

### Experience

Two years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or a related field and/or professional experience in program management with responsibility for planning, organizing, coordination, staffing, reporting and budgeting or in assisting an executive with program development and implementation or equivalency as determined by the appointing authority.

Applicants who do not possess the required education may substitute indicated experience of a year-for-year basis. (30 credit hours are considered one year of college.)

A Ph.D. or an Ed.D. degree may be substituted for two years of the indicated experience.

## KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern management principles and techniques and their application.

Ability to acquire knowledge of all aspects of programs, operations and organization under the direction of the executive officer.

Ability to acquire considerable knowledge of philosophy, goals and organization in higher education.

Ability to acquire considerable knowledge of the higher education system and the function of institutions of higher education.

Ability to acquire considerable knowledge of college policies and procedures.

Provide knowledge of the principles of budget development, organization and personnel management.

Provide knowledge of the principles of academic development, research, learning/teaching strategies, faculty/student evaluation and academic administration.

Ability to acquire wide knowledge of agencies of state and local government and private organizations that impact on the college and its program.

Ability to assist in the development of college and divisional policies.

Ability to assist in the development management and control of college plans, programs and operations.

Ability to expedite the work of the college through appropriate channels.

Ability to establish cooperative working relationships and coordinate college programs with other organizations that impact on the activities of the division.

Ability to work cooperatively with college executives and administrative officers, faculty, staff, students and the public.

Ability to plan and schedule conferences, meetings and seminars.

Ability to conduct studies, investigations and research, evaluate data and develop sound conclusions and recommendations.

Ability to effectively supervise subordinate staff including developing performance evaluations and approving personnel actions.

Ability to develop, administer and monitor a budget.

Ability to prepare clear, sound, accurate and informative reports that include findings and recommendations.

Ability to prepare clear and detailed correspondence.

Ability to speak in public.

Ability to represent the executive officer at meetings, conferences and seminars.

Ability to supervise and/or maintain essential records and files.