

## Job Description

### Position: Executive Assistant to the Vice President for Enrollment Management and Student Services

#### **Job Overview:**

Under the general direction of the Vice President for Enrollment Management and Student Services, this position is responsible for performing a wide variety of comprehensive, complex and specialized administrative duties to support the Vice President. The incumbent is responsible for managing daily activities to ensure efficient operations, provide information to college personnel, students and the public by telephone, electronic mail, and in person as well as performing other duties related to the activities of Enrollment Management and Student Services as required or assigned.

#### **Duties and Responsibilities:**

- Exercises confidentiality, discretion and judgement in providing executive support to the Vice President for Enrollment Management and Student Services
- Independently researches, prioritizes and handles matters addressed to the Vice President for Enrollment Management and Student Services or escalates the matter as necessary.
- Provide administrative support for Vice President including extensive calendar management, records management, material preparation for meetings.
- Compose correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed, maintain VP's appointment calendar; and make travel arrangements when requested.
- Receive, screen, and route telephone calls, visitors and mail; answer staff, administration, students and the public.
- Attend regular Enrollment Management and Student Services meetings or other special meetings and perform various secretarial and executive assistant duties including the coordination and preparation of agendas and supporting materials, take notes and compile minutes.
- Organize and coordinate communications and information; obtain, interpret and provide information to faculty, staff and others concerning office functions, policies and procedures; communicate with administrative units to assure compliance with time lines.
- Perform special projects and prepare various forms and reports; monitor and control administrative details on special projects/matters as assigned.
- Assist in the research and analysis of data and the development of Institutional and Regents reports.
- Operate a variety of computer programs, such as Microsoft Word, Excel, Power Point, Outlook, Internet and other applications as required.
- Operate office equipment including facsimile, copiers, phone, voicemail and other workplace equipment used to conduct work.
- Provide assistance to other administrative units in Enrollment and Student Services as directed.
- Provide work direction and oversee other clerical student worker personnel as assigned.

#### **Knowledge, Skills, and Abilities**

- Excellent interpersonal, verbal, and written communication skills.
- Strong computer skills including proficiency with word processing, spreadsheet, presentation, and desktop publishing software (MS Office preferred).

#### **Credentials and Experience**

An Associate Degree or a minimum of five (5) years of experience in a comparable position.

#### **Special Requirements**

Must be able to bend, stoop and lift up to 25 pounds.

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***