State College of Florida, Manatee-Sarasota
Job Description

Job Title: Executive Assistant to the President and Board of Trustees
Reports to: President
FLSA Status: Exempt
Level: 211

Position Class:

Job Summary:
This position is responsible for functioning as the Executive Assistant to the President and the Board of Trustees. Supervises communication procedures for the President’s office and provides information regarding services and operation of the College. Coordinates the President’s calendar, maintains and schedules all appointments, meetings and travel on local, state and national level.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Establishes and supervises fulfillment of President’s office clerical standard operating procedure.

2. Produces correspondence generated by the President and establishes and maintains specialized office files.

3. Functions as liaison for the President with the Board of Trustees.

4. Gathers information from all levels and organizes, critiques and prepares for monthly meetings of the Board of Trustees.

5. Compiles and maintains all Board of Trustees members records.

6. Works with Governor’s office for trustees membership renewal. Maintains current bonding status for board members.

7. Makes decisions in accordance with college policies. Provides information regarding policies and procedures to students and the public.
8. Maintains liaison and communications with administrators, staff, all College units, students and the community at large.

9. Supervises President’s office staff.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  Advanced knowledge of word processing, spreadsheet, database, presentation, email, and Internet software.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervises President’s office staff.

Develops and administers the budgets of President’s Office, Board of Trustees and special accounts including Business Hospitality and Auxiliary funds accessible only to the President.

Receives checks sent to the President’s office on an infrequent basis. Logs in and distributes checks to either the Foundation or the Business Affairs office.
Responsible for files and Board of Trustees permanent records.

**Responsibility for Communication:**
- **Internal Contacts:** Routine contact with faculty and staff.
- **External Contacts:** Routine contact with Board of Trustees, legislators, students, community members and representatives from high schools, state community colleges and universities.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit, use hands and fingers, and talk or hear. The employee is frequently required to reach with hands and arms, and lift up to 10 pounds. The employee is occasionally required to walk, climb or balance, stoop, kneel, crouch, or crawl, and lift up to 25 pounds.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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<td>Preparing Manager</td>
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<td>Executive Director, Human Resources</td>
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