State College of Florida, Manatee-Sarasota
Job Description

Job Title: Executive Assistant III - VP
Reports to: Area Vice President
FLSA Status: Non-Exempt
Level: 116
Position Class: C9901

Job Summary:
Performs an assortment of duties necessary for the successful operation of the Office of the Area Vice President. Duties range from reception and routine clerical tasks to complex document preparation, computer software reports/data, and logistical responsibilities for large projects and activities. Relates to all levels of internal customers, as well as high levels of external customers in state agencies, government officials, attorneys, community dignitaries, and the academic community.

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. Reads and routes correspondence. Composes and processes routine correspondence and e-mail. Organizes file system (including confidential material), and files correspondence and other records. Provides other clerical support as required.

2. Answers and screens telephone calls, arranges conference calls, coordinates schedules, makes appointments, and makes travel arrangements.

3. Greets scheduled visitors and directs or escorts to appropriate area or person.

4. Conducts research and compiles and prepares various analytical and descriptive reports for Board of Trustees, various College committees and external agencies.

5. Coordinates and arranges meetings, prepares agendas, records and required materials, and reserves and prepares facilities.

6. Takes minutes of meetings, as required. Prepares minutes for distribution.

8. Provides input to budget planning and monitors budget for delegated areas.

9. Performs special projects, including research, compilation, and disbursement as delegated by Area Vice President.

10. Provides information and reports as required by various government requirements, State and community agencies, and the academic community at large in the specialized area of the Vice President.

11. Performs various computerized assignments on College database, website, and other software as required.

12. Assigns and coordinates work of student assistants, as necessary.

**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:**
  Associate’s Degree or equivalent from two-year college or technical school and three or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This position has no supervisory responsibility.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have advanced level knowledge of word processing and spreadsheet software; working knowledge of Internet, database, and e-mail software. Ability to use current College database within one month of hire essential.
• Certificates and Licenses:
  None required for this job.

Responsibility for People and Property:
This job has no responsibilities for people or property.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with all levels of College staff and students.

• External Contacts:
  This position has frequent contact with College Board of Trustees, local school boards, State & Local Government and legislative departments, accrediting bodies, community agencies, the academic community at large, College vendors and the general public.

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 usually 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 regularly required to sit, use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

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. Service Excellence: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   RESPECTFUL
   Act in a courteous manner
   Actively listen to gain full understanding
   Demonstrate awareness of “everything speaks”
Show empathy and caring

RESPONSIVE
Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

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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<th>Title</th>
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