

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Executive Assistant/ Student Services	Management Team Confidential	Range: 7.5 Days: 228

JOB DESCRIPTION:

Under direction, assists the Vice President of Student Services in planning, organizing, and participating in the component administrative staff operations related to the assigned responsibilities; responsible for a wide variety of routine clerical and administrative detail; and does related work as required.

SCOPE:

The Executive Assistant's responsibilities are varied, technical and confidential in nature requiring a high degree of initiative and independence and comprehensive knowledge of the policies and procedures of District-wide functions and operations. Incumbents are responsible for integrating and coordinating operating procedures, communications, and administrative support functions within a specific component.

The duties and responsibilities of an Executive Assistant involve employer/employee relations and the negotiating process as defined in Senate Bill 160.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Processes administrative details not requiring immediate attention of the administrator.
2. Collects, compiles, and digests information pertaining to related administrative or educational activities and prepares drafts of reports.
3. Receives information which may be of a technical or confidential nature.
4. Develops procedures to expedite transmittal of information or to facilitate implementation of policies and programs.
5. Answers correspondence independently.
6. Arranges and schedules committee and other meetings.
7. Analyzes and prepares information for budget development and detailed proposals including reports requiring financial and statistical data.
8. Prepares agenda and other information for meetings or conferences.
9. May attend meetings and prepares minutes and summaries of action taken.
10. Assists in maintaining contact and coordinating communication with individuals, groups, associations and other offices in the District.

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11. Receives calls and gives out information where judgment, knowledge and interpretation of policies, procedures, and regulations are necessary.
12. Receives complaints and takes steps to see that they are resolved.
13. Exercises discretion in arranging appointments and itinerary for officials.
14. Maintains files on matters in progress and expedites their completion.
15. Prepares and/or coordinates the preparation of items for the Board of Trustees' meetings.
16. Orders and issues supplies.
17. May supervise and evaluate classified staff and delegate work.
18. Mediate and advise students, staff and faculty regarding student discipline and student grievances.
19. Assists Vice President in planning and developing yearly projects such as program review, commencement ceremony, reception, and retreats for SSC.
20. Coordinates component websites and supervises web designer for Student Services.
21. Serves as a resource and/or trainer to Student Services component regarding office technology.
22. Performs other duties as assigned by the Vice President of Student Services.

KNOWLEDGE OF:

1. Modern office practices and procedures.
2. Computer software and related office technology including word processing, spreadsheets, graphic design, presentation software, database and working knowledge of HTML.
3. District policies pertaining to student discipline and student grievances.

ABILITY TO:

1. Plan, manage and execute work independently.
2. Interpret and apply policy and procedures.
3. Prepare and edit reports, financial spreadsheets, program review documents and other material.
4. Compose letters independently.
5. Type from clear copy at 60 words per minute.
6. Transcribe minutes of meetings accurately.

EXECUTIVE ASSISTANT/STUDENT SERVICES

7. Demonstrate strong clerical and organizational skills.
8. Adapt to new office technology and software effectively.
9. Relate effectively with a wide diversity of student, faculty, staff and community members.
10. Plan, organize and execute major events.
11. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Any combination equivalent to an Associate of Arts degree.

Experience:

Five years of advanced secretarial experience.

SUPERVISION RECEIVED:

The Executive Assistant/Student Services reports to the Vice President of Student Services.

SUPERVISION EXERCISED:

The Executive Assistant may serve as a lead worker to other confidential and classified staff in the area. May supervise STNC's and student employees as assigned.