



# Trinity Valley Community College

## Job Description

### Executive Assistant I

#### COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Provide clerical support for the office of the Associate Vice President.

#### **REPORTS TO:**

Associate Vice President

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **PREFERRED:**

Associate degree

##### **EXPERIENCE REQUIRED:**

Three (3) years of office experience

##### **PREFERRED:**

Experience in an educational environment

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and customer service skills
- Attention to detail
- Time management
- Organization

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Provide secretarial support for the associate vice president, including but not limited to greeting visitors; answering/screening telephone calls; opening/sorting/routing incoming and outgoing mail; scheduling travel; scheduling meetings and events; and assist in managing AVP's Outlook calendar.
- Responsible for filing, making copies, scanning documents, and prepare/send faxes.
- Responsible for taking and distributing minutes at all AVP's meetings, as requested.
- Check all incoming electronic purchase order requests, invoices, and special assignment agreements to ensure that the accounts have adequate funds for payment.
- Prepare and distribute memos, mailings, spreadsheets, reports, and schedules as requested by AVP.
- Maintain staff contact list for department.
- Assist with maintenance of department equipment, and submitting requests to appropriate channels for repairs if needed.
- Assist with budget requests each year.
- Assist with building, changing and updating schedules each semester, if applicable.

All TVCC positions are security sensitive and require a criminal background check.



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- Assist with additions/deletions/changes in Colleague as requested.
- Assist with catalog (Course Leaf) changes each year.
- Assist with the responsibilities for special events each semester including, but not limited to reserving room/event set-up, ordering and submitting purchase order for meals, working with print shop department to develop schedules/agendas, and distribute printed schedules/agendas.
- Work with AVP to determine end of semester and/or graduation tasks.
- Maintain department webpage for TVCC website.
- Responsible for maintenance and ordering of supplies for AVP office
- Other duties as assigned by the associate vice president or other appropriate supervisory personnel.
- Maintain confidentiality of information
- Work assigned schedule and comply with timekeeping policy

#### WORKING CONDITIONS:

#### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Multi-line phone system
- Copier
- Fax machine

#### PHYSICAL DEMANDS:

- Requires: reaching, standing, walking, finger dexterity, grasping, talking, hearing, seeing, repetitive motions, and computer work.
- Subject to: lifting, sedentary work, climbing, stooping, crouching, pushing, and pulling.

#### MENTAL DEMANDS:

- Frequent interruptions 25-50% of the time

#### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Approved: 7/18/01

Revised: 10/28/2021

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1108
<b>DBM:</b>	A	<b>Travel Required:</b>	None
<b>IPEDS/SOC CODE:</b>	43-6011	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	165	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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