

**EXECUTIVE ASSISTANT II, VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT/
EXECUTIVE DIRECTOR OF THE TVCC FOUNDATION**

GENERAL STATEMENT:

Provide assistance to the Vice President of Institutional Advancement/Executive Director of the TVCC Foundation.

REPORTS TO:

Vice President of Institutional Advancement & Executive Director of the TVCC Foundation

OCCUPATIONAL GROUP:

Secretarial/Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Three (3) to five (5) years of progressive office experience. Accounting experience preferred.

OTHER:

- Strong interpersonal and oral/written communication skills.
- Ability to operate office equipment.
- Knowledge of office software programs such as Microsoft Word, Excel, Outlook, Access and internet.
- Possess excellent organizational, customer service and public relation skills.
- Ability to work evenings or weekends for events when needed.

DUTIES AND RESPONSIBILITIES:

- Answer phone and greet public.
- Schedule appointments and maintain Vice President's calendar.
- Prepare reports and correspondence as directed by Vice President, Foundation Board and Business Office.
- Maintain donor database.
- Maintain alumni database.
- Prepare endowed scholarship applications each spring for High School Counselors.
- Prepare necessary paperwork for Scholarship Committee.
- Work with members of the Foundation Board and assist them as needed.
- Arrange Foundation Board and Investment Committee Meetings.
- Assure that scholarship recipients send "thank you" letters/cards to their donor.
- Prepare travel requests and related documentation.
- Prepare purchase orders and process invoices for payment.
- Deposit all donor funds received into the proper account with the Business Office.
- Post deposits into donor tracking system.
- Prepare all gift acknowledgements.
- Maintain, track and display all HCJC/TVCC memorabilia in display cases and in storage.
- Assist with public functions, alumni events, receptions and fundraisers.
- Answer questions for administration, public, faculty, staff and students.
- Responsible for ordering and tracking of donor recognition awards.
- Order supplies and ensure maintenance of office equipment.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of office environment.
- Ability to lift or move up to 15 pounds.
- Limited exposure or no exposure to physical risk.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 02/08/95

Revised: 08/23/2011

JD495