

## **EXECUTIVE ASSISTANT II, VICE PRESIDENT OF STUDENT SERVICES**

### **GENERAL STATEMENT:**

Performs advanced level secretarial support duties in support of College to vice president of student services.

### **REPORTS TO:**

Vice President of Student Services

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years' work experience in the secretarial field.

#### **OTHER:**

Solid overall computer skills with proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint) and Windows. Working knowledge of general office procedures and standard equipment operations. Professional, organized, accurate, and detail-oriented. Strong interpersonal skills and verbal and written communication skills. Comfortable working under deadlines and on multiple tasks or projects simultaneously.

### **DUTIES AND RESPONSIBILITIES:**

- Answer telephones for vice president for student services, housing, and foreign student office; screen calls and make appointments for vice president of student services.
- Keep records current on dormitory residents; correspond with potential residents; accept dormitory deposits; make dormitory assignments; keep accurate account of meal tickets issued.
- Type correspondence and send information to potential foreign students; keep SEVIS records current; make sure each foreign student has current hospitalization insurance; complete and submit government required forms for foreign students.
- Prepare purchase orders, check for arrival of ordered goods, and forward properly signed invoices to the business office.
- Keep records on student services personnel absences, vacation, and travel.
- Act as liaison between College and general public; College personnel and College students; student services departments and other College employees; student services office and other student services departments.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*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: 8/24/11*

JD119