Classification Description

Job Title: **Executive Assistant/Project Coordinator** **Pay Grade:** **113**

Job Code: **3873** **FLSA Status:** **Exempt**

Job Purpose

This Executive Assistant/Project Coordinator provides executive level administrative and project support to the Office of the President. This position requires long range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. The Executive Assistant/Project Coordinator effectively collaborates with leadership to successfully manage the overall organization, coordination, implementation, execution, control and completion of specific projects ensuring consistency with College strategy, commitments and goals.

General Responsibilities

Essential Functions

Assists the President and Chief of Staff in both routine and special departmental and College projects, which may include statistical and financial analysis, research, data compilation, and report preparation.

Responsible for planning, executing, and evaluating projects according to predetermined timelines and budgets.

Coordinates communications for the Office of the President to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, meeting agendas, etc.

Drafts and edits professional correspondence and communications from the Office of the President to be sent to varying constituencies including, but not limited to, the Legislature, various Boards, Presidents of higher education institutions, and the general public.

Participates in the preparation, development and assembly of board materials, presentations for College, public or community organizations, and reports or materials as required by the President and/or Chief of Staff.

Schedules tasks and coordinates with various College constituents as directed to accomplish project results.

Explains project expectations and deadlines effectively to avoid losses incurred due to miscommunication. Ensures projects stay on track and communicates project goals and deadlines effectively.

Resolves any issues and solves problems throughout project life cycle. Tracks and reports on project milestones and provides status reports and updates to the President and Chief of Staff regularly.

Works with College leadership to identify appropriate personnel for project assistance and manages personnel time commitment to ensure mutual gain for the better of the College.

Collaborates with appropriate College leadership and staff on assigned projects to plan budgets; monitors regular project budget expenditures and financial records; makes recommendations for changes to staffing, budgets, supplies and equipment as needed.

Plays a major role in the planning, organization and execution of special events related directly with the Office of the President. May manage the event budget, maintain event schedule, contact vendors, arrange meetings, etc.

Coordinates the accurate and timely completion of department functions and may delegate tasks to support personnel where applicable.

Coordinates and maintains departmental filing system, to include all department records, forms, reports, etc. Maintains detailed files regarding all Board of Trustee requested actions. Participates in the preparation of various complex, detailed reports or materials as requested by the President and/or Chief of Staff.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Maintains the President and Chief of Staff calendars; arranging and monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Monitors and manages the budget for the Office of the President. Coordinates travel arrangements, prepares travel forms and arranges for reimbursement of funds.

Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Represents the Office of the President at various meetings, forums, etc. as directed.

Responsible for administrative and specialized functions associated with the Office of the President.

Performs administrative support duties and participates directly in the work of the Office of the President by planning, establishing, and organizing systems and processes to ensure the orderly operation of the office.

Maintains the web page for the Office of the President.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Four (4) years full-time professional work experience in executive level support, office management, project management or related field. Appropriate combination of education and experience may be substituted.

Ability to independently travel to other locations for College business.

Must be able to work with diverse groups and successfully accomplish and track multiple tasks on an on-going basis.

Demonstrated proficiency in general office computer software including MS Word, MS Excel, MS PowerPoint, and other administrative software.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 22, 2019. Revised: July 1, 2023, January 22, 2026 (r).