



## **ADMINISTRATIVE ASSISTANT TO THE PRESIDENT**

### **FULL-TIME, CONTRACT**

Eastern Gateway Community College has an exciting opportunity for an experienced Administrative Assistant. We are now inviting applications for the Administrative Assistant to the President. This position will be based at our main campus located in Steubenville, Ohio.

Under direct and indirect supervision, the Administrative Assistant will provide executive level support to the President. This individual will be responsible for assisting the President with administrative matters and performing secretarial functions for a multi-county community college. This position will be responsible for, but not limited to, program planning, functional management, organizational support, resource management, office management, clerical responsibilities and other general office duties as assigned.

The following description indicates different levels and types of critical and non-critical duties that will be required. It should neither be construed as being all inclusive nor to limit the right of Administrative Assistant to assign, direct and control the work under his/her supervision.

**Salary Range: \$38,295 - \$57,367**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for advising the President of upcoming events, meetings, conferences and due dates.
- Assist the President in preparing for board meetings following the formal rules and regulations required for institutional board meetings in the state of Ohio.
- Responsible for setting up, or assisting the President in setting up, and maintaining an effective and efficient record keeping system covering key institutional matters, decisions, rules, regulations and practices.
- Aid President in staff capacity by performing or coordinating office services such as record keeping, budget preparation, forms control, collection and/or preparation of reports, letters, memorandums or board resolutions.
- Assist in interpretation of a range of federal, state and internal policies and procedures to support the decision making process for the Board of Trustees and the college.

- Act as a liaison to assist the President in communicating with staff, the Board of Trustees , the Ohio Board of Regents, Ohio Ethics, college attorneys and other higher educational or community groups.
- Apply discretion and knowledge of college, state and federal policies, procedures, etc. in dealing with employees, students and the community.
- Plan and coordinate conferences, meetings and seminars.
- Make recommendations to improve work flow, office efficiency and administrative practices.
- Act as executive assistant to the President and the Board of Trustees as needed.
- Sort and distribute publications, notices and articles to other offices identifying items of special interest.
- Provide Board of Trustees with all necessary material and data required for monthly or special meetings. Work with Council members and their support staff to ensure that appropriate records and reports are available on time for board meetings or similar events.
- In absence of President, perform administrative activities as assigned or needed. Prepare board informational reports, review budgets of other staff and report problems to the President.
- Participate in State Board secretary organization (OACC).
- Prepare reports, drafts letters, memos, resolutions, and Board agenda.
- Research and prepare development of resolutions for Board of Trustees, official correspondence and tracking of data.
- Analysis and interpretation contributes to advice and resolution of administrative issues.
- Represents the President at various functions.
- Coordinate with Vice Presidents to conduct business when the President is not available.
- Coordinate the time-line for the tuition reimbursement process.

**EDUCATION AND EXPERIENCE:**

- A minimum of a Bachelor's Degree required.
- 3 years' experience performing executive level support.
- Experienced in Microsoft software.
- Possess excellent interpersonal and organizational skills.

**SKILLS AND ABILITIES:**

- Excellent verbal and written communication.
- Excellent computer skills.
- A demonstrated sensitivity to diversity and multicultural issues.
- Must possess creativity and organizational integrity.
- Must be self-motivated.
- Possess determination and dependability.

- Ability to work in a fast-paced environment

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services  
Eastern Gateway Community College  
4000 Sunset Blvd.  
Steubenville, OH 43952**

\*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.