



Executive Leadership Clerk & Receptionist

Full-Time, Bargaining Unit Position

Eastern Gateway Community College is now accepting applications for an Executive Leadership Clerk and Receptionist. The Executive Leadership Clerk and Receptionist reports to the Administrative Assistant to Executive Leadership. Under direct and indirect supervision, this position provides varied secretarial support services to the administrative assistant and members of the executive leadership team. The clerk will also serve as receptionist and switchboard operator for the College. This position is based at our campus located in Steubenville, Ohio.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance.

Hourly Wage: \$10.55

Salary is commensurate with the collective bargaining agreement.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides secretarial support to the Administrative Assistant to Executive Leadership and assists other members of the Executive Leadership team as needed.
- Makes copies, scans and faxes information, sort mail, schedules meetings, makes files and types correspondence.
- Answer and screen internal and external telephone calls and route calls.
- Identifies and meets the needs of internal and external customers or seeks guidance on finding a resolution.
- Establishes and maintains effective working relationships across all divisions of the College, external agencies and businesses.
- Establishes and maintains a filing system and retrieves documents as requested.
- Greets visitors and routes them to appropriate employee or department after announcing them.
- Helps prepare accurate and timely reports.
- Assist in the preparation and distribution of reports to the Board of Trustees.
- Develops and maintains the Board Room master schedule.
- Opens, sorts and prepares for distribution all general mail and interoffice correspondence to the appropriate college employee/department.
- Processes and issue College purchase requisitions and check requests at the directions of the Administrative Assistant to Executive Leadership.
- Keeps current regarding modern office procedures and technology; utilizes this in the performance of duties.
- Assist with external training and travel arrangements for the executive leadership team.

- Maintain confidentiality as to all College and Executive Leadership matters.
- Must be able to work evenings, weekends and holidays as needed.
- Must be able to establish/meet appropriate deadlines with little or no supervision.
- Must possess the ability to organize, plan and work on different projects simultaneously.
- Must be able to establish and maintain effective working relationships.
- Must be able to relate well with a broad range of people and work well under pressure.

EDUCATION & EXPERIENCE:

- Associate degree in Administrative Assistant, Business or closely related field required.
- Minimum of two (2) years' experience in a confidential setting with secretarial and office management skills preferred.

SKILLS & ABILITIES:

- Proficient using Microsoft Office Suite products, including, but not limited to Word, Excel and Access Software, scheduling and invitation applications, as well as transferring and uploading from one application to another.
- Ability to conduct effective internet searches.
- Ability to establish and maintain effective working relationships with the ability to problem solve, organize, plan and work on different projects simultaneously.
- Ability to communicate well, both written and verbally.
- Must be outgoing and possess integrity, enthusiasm, determination and dependability as well as provide superb customer service.

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

Heather Thomas
hthomas@egcc.edu

*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.