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EXECUTIVE ASSISTANT /CSC

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records for students, faculty, personnel programs and activities; maintain calendar and schedule for President; coordinate functions in conjunction with contractual College and Office of the Chancellor deadlines; carry out a variety of tasks related to committee work and regular activities of the department; respond to a wide range of requests by students, parents, faculty, staff, administrators and external sources.

- **Oversee the student dismissal and appeals process, including: prepare materials, schedule meetings, consult with students, follow-up with at-risk students, prepare written communications and maintain appropriate records.**
- **Perform and oversee functions related to full-time faculty, including, but not limited to: coordinate faculty searches; prepare contract information; plan and oversee faculty orientations; calculate faculty workload and prepare overload contracts; determine and maintain promotion and tenure schedule and prepare related communications; prepare the ten year staffing plan; manage the student evaluation process.**
- **Perform and oversee functions related to part-time faculty, including, but not limited to: coordinate searches; prepare contract information; prepare orientation materials, create and maintain the part-time faculty data base in order to track seniority, determine pay grade, determine unit e(Ezz-Mtwx-VR-Mnw)VR8**

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- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions such as policy and procedure manuals, instructional materials, and the like.
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources and so forth.
- Confer regularly and work closely with Human Resources and Payroll Departments in regulating faculty contracts, retirement matters, personnel files, search processes and other related material.
- Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors and/or other key internal and/or external department constituency: present information on department programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Supervise Staff Assistant within department. Oversee coordination and coverage of President's and Academic Dean's offices with assistant.
- Train and supervise the daily activities of several work-study students.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Minimal supervision is received from the President and Academic Dean.

SUPERVISION EXERCISED

Administrative and functional supervision of Staff Assistant and several work-study students.

MINIMUM QUALIFICATIONS

Bachelor's degree in the liberal arts, business or other appropriate discipline plus two to four years of relevant administrative experience, or a combination of education and experience from comparable knowledge and skills are acquired.

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