

Position Information

Title	Executive Assistant to the Vice President - Temporary position - (EXTENDED)
Job Category	Management
Position Number	
Location	
Job Description	<p>BASIC FUNCTION: Serves as the confidential executive assistant to the Vice President of the College, relieving the Vice President of a variety of complex administrative details; independently prepare reports, coordinate functions, communicate department policy and other administrative tasks.</p> <p>DISTINGUISHING CHARACTERISTICS: The Executive Assistant to the Vice President assists in providing support for the leadership of the educational programs of the College and contributes to the executive management of the College.</p>
Job Duties	<p>REPRESENTATIVE DUTIES:</p> <p>Independently provide executive administrative support to a Vice President, relieving the administrator of a variety of technical and administrative duties; serve as a liaison between the Vice President and the public, students, staff and other campus officials; maintain specialized knowledge of an assigned area of educational administration. (E)</p> <p>Initiate and answer telephone calls; screen and direct visitors and calls to appropriate personnel, schedules and confirms appointments and maintains the Vice President's calendar. (E)</p> <p>Coordinate, process and manage travel arrangements for the Vice President, faculty and others, to include conference registration and hotel. (E)</p> <p>Organize, coordinate and manage various departmental activities, projects and functions as directed. (E)</p> <p>Provide information and assistance in person or by telephone regarding programs, policies and procedures to faculty, staff, administrators, students and the general public. (E)</p> <p>Assist in annual budget preparations; maintain current college instructional program and state funded budget accounts; monitor budget expenditures. (E)</p> <p>Assist the Vice President in review, development and/or recommend changes of program policies and procedures. (E)</p> <p>Gather, research and compile complex statistical information for budget preparation and for preparation of narrative reports for such items as program and curriculum review, handles grant and state reporting. (E)</p> <p>Coordinate communication and activities with other College and District departments and personnel, students, educational institutions, vendors, other outside organizations and the public. (E)</p> <p>Establish and maintain a variety of complex files and records. (E)</p> <p>Prepares agenda items for meetings; attends meetings, records minutes, prepares minutes for distribution and maintains records; reviews and proofs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; maintains confidentiality of the District's negotiations with the collective bargaining units of the District. (E)</p> <p>Acts as a key contact for student issues/complaints; solves problems, makes contacts for students, and routes students through the appropriate channels. (E)</p>

Remain current concerning problems, situations, and conditions of special interest to the Vice President, President and other College administration.

Exercise independent judgment concerning matters requiring the Vice President's attention to assure timely action.

Prepares a wide variety of materials such as correspondence, reports, surveys, forms, charts budget sheets and memoranda (independently, notes and/or oral instructions), maintaining confidentiality. (E)

Assist the Vice President in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs.

Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Vice President in personal and telephone contacts and meetings.

Provide work direction and guidance to others as assigned.

Perform related duties as assigned.

KNOWLEDGE OF:

Programs under the direction of the Vice President.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Organization, policies and rules of assigned administrative office.

Modern office practices, procedures and equipment.

Statistical, financial and narrative record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Public relations techniques.

Modern office practices, procedures and equipment.

ABILITY TO:

Maintain high level of confidentiality.

Independently prioritize complex matters and issues.

Process administrative details independently including the preparation of reports, coordination of functions,

communication of department policy and other administrative tasks.

Interpret, apply and explain rules, regulations, policies and procedures.

Type at 65 words net per minute from clear copy.

Work independently with little direction.

Establish and maintain cooperative and effective professional relationships with employees, students and the public.

Meet schedules and time lines despite multiple interruptions.

Prepare reports by gathering and organizing data from a variety of sources.

Communicate effectively both orally and in writing.

Operate a variety of office equipment such as typewriters, computer terminals, calculators, copiers and word processors.

Understand and follow oral and written instructions.

Make arrangements for meetings and conferences.

Maintain a variety of files, records and logs.

	<p>Plan and organize work.</p> <p>Utilize a computer to perform advanced level document production including complex formatting of documents and creating charts; establish and maintain databases and spreadsheets; and maintain web page information utilizing a variety of software and hardware.</p> <p>Learn applicable sections of the State Education Code and other applicable laws.</p>
Required Qualifications	
Desired/Preferred Qualifications	<p>EDUCATION AND EXPERIENCE:</p> <p>Any combination equivalent to: AA degree in business administration or related field and four (4) years increasingly responsible secretarial experience. Experience working in an educational setting preferred, but not required.</p>
Physical Demands	<p>ENVIRONMENT:</p> <p>Constant interruptions.</p> <p>PHYSICAL ABILITIES:</p> <p>Dexterity of hands and fingers to operate a computer keyboard.</p> <p>Sitting for extended periods of time.</p> <p>Seeing to read various materials.</p>
Special Conditions for Eligibility	
FLSA	Exempt
Range/Step	Range 7, Management Salary Schedule
Salary	\$3939 - \$4514/mo.
Benefits Information	<p>* This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.</p> <p>If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-6975.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p> <p>FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p> <p>EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual</p>

	orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.
EEO Statement	As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.