



Job Title: Executive Assistant to the President

JOB DESCRIPTION

Department: President Support

Pay Grade: 112

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for providing comprehensive support to the President as well as serving as the Board Clerk to the Board of Trustees and managing the President's Office operations. This position also serves as one of the primary points of contact for internal and external constituencies on matters pertaining to the Office of the President.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Facilitates the efficient utilization of the President's time through development and coordination of a complex calendar of appointments, meetings, social engagements, and College and community functions with individuals and groups.
- Works closely to keep the President well informed of upcoming commitments and responsibilities, following up appropriately.
- Conserves the President's time by reading, researching, collecting and analyzing information as needed, in advance.
- Supports communication needs between the President and vice presidents, deans, faculty, staff, students, and the public, maintaining strict confidentiality.
- Provides support to the Board of Trustees (BOT); arranges and handles all logistics for Board meetings and events; schedules meetings; drafts agendas; develops, compiles, and distributes presentation materials; and records meeting minutes.
- Adheres to compliance with applicable rules, regulations, and Florida Statutes regarding Board matters.
- Facilitates the success of events hosted by the President's Office by: scheduling events with appropriate offices and agencies; advising/contacting participants or invited guests; preparing agendas and programs; arranging for audiovisual and associated support equipment; dealing with event alternatives, modifications, or last-minute changes; and coordinating or providing support during the events.
- Assists with development and management of the budgets under control of the President's Office by maintaining records; reconciling and verifying vouchers and receipts for

accuracy; producing financial reports and summaries; reviewing expenditures; completing budget transfers; and reconciling monthly purchasing card statements and expense reports.

- Performs a wide variety of administrative tasks including data entry and the drafting, editing, and revision of letters, reports, and other materials.
- Accepts, screens, and routes telephone calls concerning activities and operations of the office; directs inquiries as appropriate.
- Serves on President's Cabinet to remain informed of priority issues and notes for the President.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Customer service principles;
- Modern office procedures, methods, and equipment;
- English language, grammar, and punctuation;
- Filing, recordkeeping, and budget principles;
- Office equipment maintenance procedures; and
- Computers and related software applications.

Skills in:

- Composing correspondence, memos, forms, and/or other related information;
- Proofreading and editing documents;
- Providing customer service;
- Maintaining files;
- Using modern office equipment;
- Preparing and maintaining records and files;
- Maintaining and tracking expenses;
- Working with spreadsheets;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Use discretion;
- Prioritize and assign work;
- Apply judgment;
- Work independently on tasks and projects, from conception to completion;
- Thrive in a multi-faceted role;
- Handle a wide variety of activities;
- Anticipate needs;
- Think critically; and
- Offer solutions to problems with a high level of professionalism and confidentiality.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

| Physical Activities | | Physical Activities | |
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| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. | | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward. | |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility. | | Reaching – extending hands or arms in any direction. | <u>X</u> |
| Crawling – moving about on hands, knees, or hands, feet. | | Repetitive Motion – substantial movements of wrists, hands, fingers. | <u>X</u> |
| Crouching – bending body forward by bending leg, spine. | <u>X</u> | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. | <u>X</u> |
| Feeling – perceiving attributes of objects by touch with skin, fingertips. | <u>X</u> | Standing – for sustained periods of time. | |
| Fingering – picking, pinching, typing, working with fingers rather than hand. | <u>X</u> | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. | |
| Grasping – applying pressure to object with fingers, palm. | <u>X</u> | Talking 1 – expressing ideas by spoken word. | <u>X</u> |
| Handling – picking, holding, or working with whole hand. | <u>X</u> | Talking 2 – shouting to be heard above ambient noise. | |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information. | <u>X</u> | Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading. | <u>X</u> |
| Hearing 2 – receive detailed information, make discrimination in sound. | <u>X</u> | Visual Acuity 2 – color, depth perception, field of vision. | <u>X</u> |
| Kneeling – bending legs at knee to come to rest at knees. | | Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures. | <u>X</u> |
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. | | Visual Acuity 4 – operate motor vehicles/heavy equipment. | |
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. | <u>X</u> | Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. | |
| Pulling – use upper extremities to exert force, haul or tug. | | Walking – on foot to accomplish tasks, long distances, or site to site. | <u>X</u> |

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date