

Job Description

Position Title: Executive Assistant, Chancellor

Job Group: Administrative Support

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The Executive Assistant to the Chancellor performs a wide variety of professional-level executive administrative support duties in support of the Chancellor of the institution. Serves as a primary liaison to the Chancellor for both internal and external constituencies. Plans, researches, and coordinates all aspects of communications and appearances for the Chancellor. Represents and supports the Chancellor in multiple committees, work groups, and task forces, College-wide, local and at the national level. Identifies, addresses and resolves, daily strategic and operational issues pertaining to the entire College for successful outcomes. Provides feedback and/or recommendations on highly sensitive and confidential matters. Anticipates and performs duties required to relieve the Chancellor of administrative details and ensure that commitments and deadlines are met.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees and directs the daily operations of the Chancellor/CEO's Office to align with expectations of the Chancellor, Governing Board, and those of the College. Coordinates and prioritizes the daily functions of the Chancellor direct activities maintaining and updating schedules, calendars and agendas.
2. Serves as point of contact and completes administrative duties for Chancellor and senior executive leadership.
3. Analyzes tasks and projects requiring internal and external review, approvals, and signatures to ensure completion by deadline. Responds to internal and external inquiries.
4. Plans, coordinates, and facilitates meetings for the Chancellor and executive leadership meetings as well as appearances for the Chancellor/CEO and those acting on his behalf when appropriate or directed. Facilitates special events and activities.
5. Facilitates communication and liaison activities for the Chancellor/CEO with the Governing Board, Chancellor's Cabinet, Executive Leadership Team, College Foundation, campuses, external constituencies and agencies.
6. Composes a variety of internal and external correspondence; oversees, and, coordinates, and reviews, videos, scripts and other content for the Chancellor/CEO speeches and presentations; arranges and coordinates locally, nationally and internationally in-person appearances and appointments.
7. Manages workflows, determines deadlines, provides training and direction, and communicates a variety of information to College employees.

8. Tracks and manages initiatives and/or projects set by the Chancellor.
9. May represent the Chancellor at meetings, committees, task forces, and work groups College-wide, and at the local and national levels. Coordinates agendas, outlines and creates minutes as requested. Follows up with any issues pertaining to these events as needed.
10. Supports the Chancellor/CEO in his external obligations as an active member of various local and national organizations. Provides executive administrative support to those organizations during the Chancellor's tenure as Chair or any commitment in which he has a leadership role.
11. Assists the annual budget development process to ensure alignment of College planning processes with fiscal resources. Monitors executive's operational budget and department purchasing card.
12. Researches, develops and creates complex and confidential reports. Reviews presentations, talking points, and speeches on a variety of topics for the Chancellor/CEO's speaking obligations related to the College, higher education, national events, current trends, and a wide variety of topics.
13. Researches and evaluates complex and highly sensitive issues and provides recommendations to the Chancellor and/or Chancellor's Cabinet and executive leadership.
14. Troubleshooting, fact-finding and/or investigating areas of special interest to the Chancellor/CEO, Governing Board and the Colleges and provides evidence-based recommendations for review and/or action.
15. Manages confidential dates regarding the College's current activities and future plans and other sensitive or controversial issues which require discretion.
16. Supervises, directs, manages and evaluates the day-to-day operations of the Support Coordinator assigned to the Governing Board. Responsible for monitoring the follow-up of action items.
17. Directs and oversees the accomplishments and finalization of logistics and preparation of the Governing meetings and other events pertaining to Board activities.
18. Participates in professional development in order to maintain knowledge of college policies and procedures, applicable state and federal legislation, and knowledge of relevant business management software applications and technology tools and platforms.
19. Performs all other duties and responsibilities as assigned or directed by the Chancellor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Knowledge of business management and fiscal practices
6. Knowledge of project management principles
7. Skill in effective communication (both written and oral)
8. Skill in analyzing data and drawing conclusions
9. Skill in independent decision making
10. Skill in organization, coordination and management

11. Skill in budget/resource management
12. Skill in people leadership and supervision
13. Skill in positive, productive and flexible customer service
14. Skill in problem solving
15. Skill in project management principles, processes, and techniques
16. Skill in performing a variety of duties, often changing from one task to another of a different nature
17. Ability to adapt and maintain professional composure in emergent and crisis situations
18. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
19. Ability to apply effective and accurate data entry and typing skills
20. Ability to develop and maintain effective and positive working relationships
21. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Administration or a closely related field of study required.
- Three (3) to Five (5) year of related experience with administrative support required
- Five (5) to Eight (8) years progressively responsible professional experience as an administrative or executive assistant at a high-paced executive office preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evenings or weekend work hours
- May be required to be on call during emergent situations
- Pre-employment Background Check Required