

Job Description

Position Title: Executive Assistant, Chief of Staff

Job Family: Administrative Support

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 7

Position Summary:

The Executive Assistant, Chief of Staff performs a wide variety of extremely complex and confidential professional-level executive administrative support duties in support of the Chief of Staff and senior executive leadership as directed. Plans, researches, and coordinates all aspects of communications and appearances. Represents and supports the Chief of Staff in multiple committees, work groups, and task forces. Plans, leads and executes college-wide initiatives, internal and external, that are of local and/or of national significance to the college. Independently identifies, addresses, resolves and/or assists College-wide operational and strategic level issues. Performs other duties in support of the Chief of Staff and senior executive leadership as required.

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. Serves as point of contact, oversees and directs daily operations, and completes administrative duties for Chief of Staff and senior executive leadership.
2. Tracks and manages initiatives and/or projects, schedules meetings and screens and directs calls. Analyzes tasks and projects requiring internal and external review, approvals, and signatures and ensures completion by deadline. Responds to internal and external inquiries both locally and nationally.
3. Researches, develops and creates complex and confidential reports, presentations, talking points, and speeches on a variety of topics including higher education, national events, workforce development, student affairs, college initiatives, and continuous program improvement.
4. Leads the college-wide employee handbook policy management process. Coordinates, monitors, updates, and synchronizes effort with employee groups and the College's senior executive leadership.
5. Researching, collecting, interpreting, and analyzing data, troubleshooting, fact-finding and/or investigating areas of special interest to the Chief of Staff and the College and provides evidence-based recommendations for review and/or action.
6. Facilitates communication and liaison activities for the Chief of Staff and the Executive Leadership Team and Deputies Group.
7. Composes a variety of internal and external email messages and confidential correspondence and arranges in-person appearances and appointments for the Chief of Staff.
8. Manages workflows, determines deadlines, provides training and direction, and communicates a wide variety of information, and clarifies senior level intent and guidance to senior executive leadership, administrators and director level employees.

9. Plans, coordinates, facilitates, and participates in strategic level senior executive leadership meetings, professional development sessions, and events.
10. Plans, coordinates, facilitates and participates in operational level Deputy Leadership meetings (Vice President, Assistant Vice Chancellor, and Executive Director Level) events and trainings.
11. Participates in professional development in order to provide efficiency across the organization and maintain and acquire knowledge of organizational policies and procedures.
12. Leads and/or facilitates special events and activities of national and local significance in support of the Chancellor's goals, objectives, and student success. Organizes, coordinates, and leads teams or committees in support of college-wide initiatives.
13. Represents and supports the Chief of Staff at meetings, committees, task forces, and work groups, College-wide, local and at the national level.
14. Researches and evaluates complex and highly sensitive issues and provides recommendations to the Chief of Staff and/or Executive Leadership Team and Deputies Group members.
15. Coordinates agendas and creates minutes for Chancellor's Cabinet, Executive Leadership Team, and Deputies Group meetings. Provides strategic and operational recommendations and support to advance the college's goals and objectives.
16. 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. Performs all other duties and responsibilities as assigned or directed by the Chief of Staff.

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:

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

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 a 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