

POSITION DESCRIPTION

TITLE: Executive Assistant to the Vice President for Academic Affairs and Dean of Faculty - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Performs complex administrative duties incidental to the overall management of the office of an *executive officer of the college where the assignments require independent and unreviewed judgment in making decisions that in some instances may deal with highly sensitive or controversial issues. Consistently acts in a highly confidential capacity. This is a responsible position which may involve supervision of other clerical staff.

The incumbent must exercise the ability to make decisions in accordance with state laws, rules, and regulations and possess the ability to apply College policies and regulations to solve work-related problems, relieving the executive officer of the daily operational and administrative details.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of understanding (MOU) and/or the employee handbook.
- Responsible for the organization, administration and coordination of the office workload in order to meet the Executive Officer's schedules and objectives.
- Maintains office records and confidential files.
- Schedules appointments and maintains an appointment calendar, greets visitors, and receives phone calls.
- Opens, sorts, prioritizes, ~~and~~ distributes, and tracks, incoming mail (hard copy and electronic).

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- Arranges and coordinates travel plans as required which may include making overnight accommodations and automobile rental reservations.
- Monitors budget for the office, including submitting credit card reports and authorizations.
- Prepares agenda for meeting. May take minutes.
- Ongoing and frequent contact with the public and private sector, government officials, and members of the Board of Trustees.
- Assists with event planning, including catering, space reservations, and logistics for events hosted by the office.
- Exercises good judgment, tact, and courtesy in receiving callers and visitors, in giving and obtaining information and in the proper disposition of information and problems, and resolving issues.

Addendum

- Works with the VPAA/Dean of Faculty to develop, monitor, and or maintain goals, policies and procedures for the office.
- Maintains faculty personnel records, including schedules for reappointment, tenure/promotion, post tenure reviews, and faculty leave schedules.
- Faculty recruitment: schedules candidate interviews as needed. Prepares all tenure track and full-time visiting faculty contracts.
- Assists with signature events within Academic Affairs as needed.
- Collaborates with the broader team of administrative support personnel within the both the leadership team and across the division
- Prepares all types of correspondence, some of which may be of a confidential and sensitive nature.
- Prepares reports requiring web or database searches and capable of summarizing information.
- Responsible for establishing and maintaining official documents and records for the St. Mary's College Board of Trustees.
- Works with the designated member of the Business Office to administer VPAA office accounts.
- Extensive experience with Microsoft Office and Google Suite, with proficiency in both spreadsheet development and management and/or other systems that track data and processes. Experience regularly alternating between electronically-oriented work and in-person interpersonal communication that may otherwise interrupt your workflow. Comfortable and confident in seeking information and solutions across offices and across the campus and broader community; capacity to work in an environment with many moving parts and people with varying viewpoints and experiences and to be patient and flexible with processes and workflow.

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MINIMUM QUALIFICATIONS:

- Education: Associate's degree; bachelor's degree preferred. Must have successful completion of courses in typing, data entry, word processing, database, spreadsheets, and microcomputer systems. Strong verbal and written communication skills. Exceptional organizational skills.
- Thorough working knowledge of modern office practices and procedures, business English, spelling, good grammar and arithmetic, and of standard record maintenance procedures. Thorough working knowledge of various computer software packages, i.e., word processing, spreadsheet applications, and data base management.
- Experience: At least six (6) years of full-time employment in the secretarial/administration field in a progressively responsible position. Higher Education experience preferred.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

- * *Executive Officers of the College:*
 - President of the College*
 - Vice President for Academic Affairs and Dean of Faculty*
 - Vice President for Business and Finance*
 - Vice President for Enrollment Management*
 - Vice President for Equity and Strategic Initiatives*
 - Vice President for Institutional Advancement*
 - Vice President for Student Affairs and Dean of Students*