

POSITION DESCRIPTION

TITLE: Executive Assistant to the Vice President for Enrollment Management - (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 incoming mail (hard copy and electronic).

Position Description

Executive Assistant to the Vice President for Enrollment Management

Page 2

- Arranges and coordinates travel plans as required which may include making overnight accommodations, conference registrations, and transportation such as automobile rental reservations.
- Manages budget for the office, including submitting credit card reports and authorizations.
- Prepares agenda for meetings. 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

- Provides administrative support to the vice president for enrollment management, in all responsibilities, including confidential communications with the President, Board of Trustees and State's Attorney's General's office, management of admission and financial aid programs, and communication on behalf of the vice president with constituencies both on- and off-campus.
- Prepare PowerPoint presentations, organizational charts and other special presentations for Executive Officer.
- Works collaboratively with the vice president and their leadership team to develop and document goals, policies, and procedures for the offices.
- Responsible for scheduling meetings and preparing correspondence and related materials for meetings, including agendas of the St. Mary's College Board of Trustees Admission and Financial Aid Committee.
- Responsible for establishing and maintaining official documents and records, takes and prepares minutes for the St. Mary's College Board of Trustees Admission and Financial Aid Committee.
- Maintains the budgets for all Division of Enrollment Management units and produces expenditure reports as needed by Executive Officer.
- Provides extraordinary attention to detail.

Position Description

Executive Assistant to the Vice President for Enrollment Management

Page 3

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 Institutional Advancement*
 - Vice President for Student Affairs*