CAPE FEAR COMMUNITY COLLEGE
EXECUTIVE ADMINISTRATIVE ASSISTANT

DEFINITION
To perform a variety of complex, confidential and independent administrative and secretarial duties for the President, Executive Vice President and Board of Trustees; to research and compile data for various reports; schedule appointments for the President, Executive Vice President and meetings of the Board; and to provide information and assistance to faculty, staff, students, and the public.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the President and Executive Vice President and from the Board of Trustees through the President or Executive Vice President.

May exercise functional and technical supervision over other secretarial and clerical staff, particularly on priority projects as identified by the President or Executive Vice President.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:
Serve as Recording Secretary to the Board of Trustees.
Take minutes of meetings of the Board
Schedule meetings of the Board including committees of the Board, as needed.

Perform a variety of complex, responsible and confidential duties for the President’s and Executive Vice President’s Office involving the use of independent judgment and persona initiative; independently respond to letters and general correspondence; compose and prepare letters, memos and reports pertaining to standard policies.

Participate in the administration of the office of the President and Executive Vice President; research, compile, analyze and summarize data for special projects and reports; prepare or direct the preparation of annual, quarterly or administrative reports; type and assemble reports, newsletters and other materials.

Schedule appointments for the President and Executive Vice President and coordinate travel arrangements for the President, Executive Vice President and Trustees.
Executive Administrative Assistant (continued)

**Essential Functions:** (continued)

Screen office and telephone calls; respond to sensitive complaints and requests for information from the general public, students, faculty and staff; resolve concerns and complaints; refer inquiries as appropriate.

Perform paraprofessional support work as assigned including special research projects.

Maintain calendars of activities, meetings and various events.

**Other Important Functions:**

May take and transcribe dictation as assigned; verify and review reports for completeness and conformance with established materials; may act as recorder as needed.

Order and maintain adequate supplies, as required.

Perform related duties and responsibilities, as required.

**QUALIFICATIONS**

**Knowledge of:**

General principles and practices of fiscal, statistical and administrative data collection and report preparation.

Principles of business letter writing.

Modern office procedures, methods and computer equipment.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

**Ability to:**

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Interpret and apply administrative and departmental policies, procedures, laws and regulations.

Work independently in the absence of supervision.

Executive Administrative Assistant (continued)
**Ability to:** (continued)

Compile and maintain confidential records.

Independently prepare correspondence and memoranda.

Type and word-process at a speed necessary for successful job performance.

Maintain the security of confidential matters.

Participate in the researching, compiling, analyzing, interpreting and preparing a variety of fiscal, statistical and administrative reports.

May oversee and train assigned staff.

Respond to difficult requests and inquiries from students, faculty and staff, and/or variety of fiscal, statistical and administrative reports.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- reading and writing
- operating assigned equipment
- handling varied tasks simultaneously.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- standing or sitting for extended periods of time
- operating assigned equipment.
- typing extended periods of time.

Maintain mental capacity, which allows the capability of:

- making sound decisions
- answering questions in a tactful and appropriate manner
- demonstrating intellectual capabilities
- maintaining confidentiality where appropriate

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.
Executive Administrative Assistant (continued)

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Five years of increasingly responsible secretarial and administrative experience.

Training:
Equivalent to completion of an associate degree in office systems technology, business administration, or directly related field.