



Position Title: EXECUTIVE ASSISTANT TO EXECUTIVE VICE PRESIDENT

Reports To: Executive Vice President

Classification/

FLSA Status: Level II (Exempt Administrative)

Primary Function: The executive assistant to the Executive Vice President (EVP) is a key support role, performing complex administrative and secretarial duties to assist the EVP. This position relieves the EVP of routine administrative tasks and supports campus operations through a variety of essential functions. Operating under general supervision, the role adapts to frequently changing conditions and problems, following broad instructions, objectives, and policies.

Key Responsibilities:

1. To perform complex office management duties, organizing, developing, and implementing procedures for executing various administrative assignments.
2. To review incoming correspondence for items of special interest, identify when pertinent materials or files need to be attached based on a thorough understanding of college activities, and draft replies for the EVP's review and approval.
3. To plan and execute projects assigned by the EVP, ranging from basic administrative tasks to complex technical and professional projects, as needed.
4. To handle incoming phone calls, respond appropriately, and forward the call appropriately or as necessary.
5. To file and maintain administrative records following Business Office Record Retention and Destruction Policy.
6. To compile source materials and research data necessary to prepare or verify various records and reports.
7. To prepare purchase requisitions and maintain schedules of related expenses for special projects.

8. To set up new users and provide training relative to electronic expense documentation to new users of purchasing cards.
9. To cross-train to serve as a potential backup to other campus support roles.
10. To compile materials and correspondence regularly to be distributed to the Board of Trustees, VP's, Department Heads, and others.
11. To arrange schedules, appointments, flights or other transportation, and hotel accommodations.
12. To assist in budgetary control by analyzing and reporting pertinent issues and to prepare memos and reports to VP's and Department Heads.
13. To assist in planning, creating, coordinating, and monitoring the Annual Budget.
14. Lend enthusiastic support to college policies, co-workers, and students
15. Participate in the annual Lyceum program.
16. To assume such other duties as assigned by the EVP.
17. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position

Basic Knowledge and Skills:

1. An associate's degree and a minimum of three (3) years of secretarial or administrative experience, or a high school graduate and a minimum of five (5) years of secretarial or administrative experience
2. Extensive knowledge of office management policies, practices, and procedures
3. Considerable knowledge of the practices of public and business administration
4. Able to work independently and undertake complex projects
5. Good level of accounting, mathematical skills, and natural inclination for working with numbers
6. Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures
7. Ability to compose and prepare reports, records, and correspondence

8. Ability to understand and execute complex written and oral instructions
9. Flexibility and willingness to perform a wide range of duties from basic to complex tasks as necessary with little or no notice
10. Ability to solve problems effectively, and make decisions in matters requiring an immediate response, subject to EVP's approval
11. Excellent communication, planning, and organizational skills and the ability to utilize time efficiently and effectively
12. Proficiency / advanced knowledge of Microsoft 365 products
13. A clean criminal record and exceptional work history
14. Ability to manage and maintain confidential materials in an appropriate manner

Preferred Knowledge and Skills:

Bachelor's degree

Knowledge of budgeting and accounting software systems

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, and adjusting focus.

Work environment: While performing the duties of this job, the employee works in a controlled work environment, and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: