

Position Description

TITLE: Executive Administrative Assistant – HR

GRADE: 13C

HIRING RANGE: \$38,172 - \$41,634

Job Summary: (Brief description of the overall purpose of the position.)

Under the direction of the Vice President of Human Resources and the Benefits & Employment Managers, the Executive Administrative Assistant –HR provides direct administrative support to the human resource office, oversight, communications coordination, and data on a broad range of issues that are sensitive, confidential and/or complex in nature.

Essential Duties/Job Scope: (The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)

This position serves as the primary administrative support person and liaison for the Vice President of Human Resources and other members of the human resource department. The position requires assisting with communication, research and troubleshooting services for a variety of unique situations; maintains department calendar, arranges meetings, conferences and appointments; coordinates projects, activities and events; performs analysis, special projects; disseminates information; refers problems/issues to appropriate source; and provides assistance to internal and external constituencies regarding CMC programs, activities and/or College policies and procedures.

Supervision Received:

This position receives direction from a senior-level administrator and mid-level manager.

File Name: Administrative Asst, Executive

Position Description EXECUTIVE ADMINISTRATIVE ASSISTANT – HR Page 2

Supervision Exercised:

This position may provide lead responsibilities for clerical/technical positions, may supervise part-time staff and may supervise no more than one full-time staff member.

Representative Duties/Responsibilities:

This position performs advanced clerical/technical support duties which may include a variety of complex and/or sensitive, confidential support activities. Illustrations of the work include, but are not limited to, any of the following: coordinate administrative support operations function smoothly and effectively; analyze, organize and prioritize daily activities; act as gatekeeper and liaison for the human resources department; assists in fostering cordial relationships with internal and external constituencies; make highlevel contacts of a sensitive nature which may require initiative, discretion and diplomacy; arrange, coordinate and maintain schedules and calendar for Vice President of Human Resources; scanning and auditing electronic records; coordinate meetings, events, conference calls for department staff; provide administrative support for meetings including preparation of agendas, note-taking and distribution of minutes; make travel arrangements; prepare and coordinate reimbursements; research, compile, summarize issues; provide background information and briefing materials; respond to inquiries from faculty, staff, students and public; assists applicants; compile information for assisting in resolving issues and problems of a general nature, draft responses; identify, forward issues to appropriate staff for action; provide follow-up; monitors and tracks deadlines; prepares and/or assists in development of reports/publications; participate in development and implementation of systems, projects, programs, and/or processes; prepare, edit, compose correspondence; prepare graphic presentations; perform research; provide statistical information; maintain records and files; and perform other duties as assigned.

Duties are performed at a fully-operational level, using either established standard guidelines and/or procedural methods.

Note: Departments/Units/Campus sites may develop and maintain specific job duties for individual positions that are comparable to the Representative Duties/Responsibilities listed above. Consult with your supervisor or department head to determine if a list of duties exists for clerical/technical support personnel at your location.

File Name: Administrative Asst, Executive

Position Description EXECUTIVE ADMINISTRATIVE ASSISTANT – HR Page 3

Knowledge and Abilities:

Knowledge of: variety of standard administrative and business methods and procedures; project management; excellent oral and written communication skills, standard Microsoft Office software, and familiarity with other automated systems, software and office equipment. Datatel experience a plus.

Ability to: work independently and set priorities; coordinate and monitor projects and activities; multi-task; meet deadlines; deal with sensitive, confidential and/or difficult situations; communicate effectively orally and in writing; establish and maintain cooperative working relationships; read, write, speak, and understand English well, bilingual (Spanish) a plus; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets, and electronic mail; demonstrated analytical and problem- solving skills; and ability to maintain strict confidentiality using good judgment, discretion and tact.

Training and Experience:

Bachelor's Degree from an accredited institution and 3 years related work experience; or, Associate's Degree or two-year college certificate, vocational school or technical program beyond high school, business college or similar training efforts and 5 years related work experience, or High School Diploma/GED and 7 years related work experience.

Special Conditions of Employment:

May require travel within the college district, altered work schedule and/or occasional evening/weekend hours. Successful completion of a background check is required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

File Name: Administrative Asst, Executive

Position Description EXECUTIVE ADMINISTRATIVE ASSISTANT – HR Page 4

Working Conditions:

This position may require constant sitting, occasional standing, walking and driving; occasional climbing, balancing, stooping, bending, squatting; frequent handling objects, pushing/pulling, and reaching with hand/arms; and constant finger movements; occasional lifting, carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing and vision capabilities; constant reading/comprehending, writing, communicating orally, reasoning/analyzing, and frequently performing calculations. Work is performed using a computer and standard office equipment, and occasionally specialized office equipment.

Revised 01.2013

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.

File Name: Administrative Asst. Executive