

Colorado Mountain College

Position Description

Title: Executive Administrative Assistant
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$52,511.08 - \$58,345.64 (\$25.25 - \$28.05)

Primary Responsibility

Under the direction of a Campus Vice President, Unit Chief, or other Executive Officer, the Executive Administrative Assistant provides direct administrative support, oversight, communications coordination, and data on a broad range of issues that are sensitive, confidential and/or complex in nature. Duties are performed at a fully-operational level, using either established standard guidelines and/or procedural methods, or improvising solutions and alternatives.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree from an accredited institution and three years related work experience; or Associate's Degree and five years related work experience, or High School Diploma/GED and seven years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Knowledge of: variety of standard administrative and business methods and procedures; project management; English composition; standard Microsoft Office software, and familiarity with other automated systems, software and office equipment.

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; operate variety of office equipment; proficient in computer applications, including work processing, spreadsheets, and electronic mail; demonstrate analytical and problem solving skills; and ability to maintain strict confidentiality using good judgment; discretion and tact.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Serves as the primary staff person and liaison for a senior executive providing administrative support, communications, research and troubleshooting services for a variety of unique situations
2. Make high-level contacts of a sensitive nature requiring in-depth knowledge, initiative, discretion and diplomacy
3. Illustrations of the work include, but are not limited to, any of the following: oversee and ensure administrative operations function smoothly and effectively
4. Respond to inquiries from faculty, staff, students and public
5. Independently investigate issues and problems, draft responses, identify, refers problems/issues to appropriate staff for action, provide follow-up, draft responses
6. Arrange, coordinate and maintain schedules and calendars, monitors and tracks deadlines
7. Coordinate meetings, events, projects, activities, conference calls
8. Provide staff support for meetings; provide background information and briefing materials, take, prepare, and disseminate minutes
9. Prepare, edit, compose correspondence
10. Maintains records and files
11. Make travel arrangements, prepare and coordinate reimbursements
12. Act as gatekeeper and liaison for senior College executive
13. Performs research, compile, summarize issues and participates in development and implementation of systems, special projects, programs and/or processes and reports/publications
14. Foster cordial relationships with internal and external constituencies regarding CMC programs, activities and/or College policies and procedures
15. Perform other duties as assigned

Supervision Received

This position receives direction from a College Vice President, Unit Chief, or Campus Vice President.

Supervisory Responsibility

May supervise other staff.

Special Conditions of Employment

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

Working Conditions

This position requires 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 stand office equipment, and occasionally specialized office equipment.

HR Reference Information

Position Group and Code NE 511000

2022 COLA added 7.5.22

110.64180.20

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.