

## Colorado Mountain College

### Position Description

Title: Executive Administrative Assistant  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Salary Range: \$55,567.10 - \$61,741.22 (\$26.71 - \$29.68)

#### 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 word 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 walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information:	
Position group and code:	<i>511000</i>
BLS SOC	<i>43-6011</i>
Cornerstone ID	<i>EXECAA</i>
Date of review:	2023 CUPA added 041123 2023 COLA added 062923

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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.