ORGANIZATION MANUAL    EXECUTIVE

STAFF ASSOCIATE

GENERAL STATEMENT OF DUTIES: Responsible for administrative support to the President of the College and the Board of Trustees in the performance of their duties.

SUPERVISION RECEIVED: Reports to the President.

SUPERVISION EXERCISED: Exercises supervision and guidance over appropriate support staff.

EXAMPLES OF DUTIES:

1. Performs/coordinates secretarial and clerical activities for the President and Board of Trustees, which includes composing and/or preparing correspondence, reports and memoranda; reviewing documents submitted for completeness, content and compliance with policies and procedures, and in the absence of the President referring individual/correspondence to appropriate staff.

2. Confers with staff (internal and external) in order to exchange information, coordinate efforts and obtain information concerning projects and activities as requested by the President or Board.

2. Prepares reports concerning assigned activities in order to furnish required information and to make recommendations concerning policies, procedures and activities.

2. Coordinates all activities associated with the Commencement day exercises (people, stage, seating, processionals) and prepares the Commencement Program.

2. Responsible for the design, content and updates of the Board Policy Manual.

2. Prepares, in consultation with the President and Vice Presidents, the Administrative Organization Manual.

2. Works closely with all union contracts and management package, keeping personnel data up to date regarding salaries, appointment dates, etc.

2. Keeps current with laws involving higher education, especially Chapter 15A and the Open Meeting Law; and the policies and procedures established by the Board of Higher Education.

2. Prepares budgets for President’s Office, Board of Trustees, NEASC Accreditation (when appropriate) and Commencement; upon receipt of approved budgets, orders material and approves invoices for payment.

2. Prepares, in consultation with the Executive Vice President of Administration and Finance, the Administrative Policies and Procedures Manual.

2. Serves on the President’s Cabinet and Administrative Council as a member and recording secretary.

2. Serves on committees as assigned.

2. Other duties as assigned.
MINIMUM QUALIFICATIONS:

1. Associate Degree, or equivalent, and five years experience in executive level, office administrative support.

1. Knowledge of office practices and procedures

1. Ability to recognize, analyze and advise the appropriate person of issues and/or problems

1. Ability to perform office responsibilities with high standards and in a confidential and highly skilled manner.

1. Ability to exercise judgment and discretion in interpreting and applying policies and procedures.

1. Ability to work in a complex and highly sensitive environment.

1. Demonstrated interpersonal skills.

1. Demonstrated computer skills.

1. Proficiency in oral and written communication.