

## NFCC Job Description

**Job Title:** Executive Assistant to the President  
**Department:** President's Office  
**Reports To:** President  
**FLSA Status:** Non-Exempt (Hourly)  
**Prepared By:** HR Department  
**Prepared Date:** August 1, 2001  
**Approved By:**  
**Revised Date:** January 4, 2019

### SUMMARY

Performs executive secretarial work for the College President. Relieves the President of various administrative details; coordinates and maintains effective office procedures and efficient work flows; establishes and maintains harmonious working relationships with Board members, administrators, co-workers, and general public; coordinates activities of the office as they relate to segments of the College, the Board of Trustees, and the public; maintains knowledge of activities and functions campus wide and awareness of the President's off-campus responsibilities as they relate to the College and the Board of Trustees; assumes the overall responsibility of day to day functions of the President's Office; is exposed daily to confidential material.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated, though not exhaustive, indicate the majority of the functions assigned to this position. *Other duties may be assigned based on institutional need.*

Must have personal and educational philosophy compatible with the goals, objectives, and mission of North Florida Community College.

1. Serves as receptionist for the Office of the President
2. Processing telephone, paper-based, and digital communications
3. Composes correspondence and reports.
4. Maintains President's calendar and schedules travel.
5. Provides administrative support for Board of Trustees
6. Set up and maintain paper-based and digital files and information
7. Perform a range of miscellaneous service including copying materials, filling out various forms, sending and receiving communications for the President.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or three (3) years related experience and/or training.

### **Additional Requirements include:**

- Consistently act and dress in a professional demeanor.
- Must have excellent communication skills (both verbal and written).
- A high proficiency with advanced office and productivity technology (desktop computer skills, MS Office proficiency, cloud based file storage and sharing).

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees, Board members, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.