

CENTRAL CHRISTIAN COLLEGE OF KANSAS

EXECUTIVE ASSISTANT: OFFICE OF THE PRESIDENT

Direct Supervisor: College President
Status: Full time (12 months), Exempt
Department: President
Job Location: McPherson, KS

JOB SUMMARY

The Executive Assistant to the President provides confidential administrative support that requires a thorough knowledge of College policies, procedures and operations. The Executive Assistant exercises initiative and independent judgement in managing the President's schedule and daily activities related to the Office of the President, ensuring effective, efficient and professional service. This position serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President and serves as a liaison to the senior leadership team and Board of Trustees. The Executive Assistant serves as the functional Chief of Staff.

EDUCATION & EXPERIENCE

- Bachelor's degree or higher with a record of excellent administrative support and organizational skills. Preference for established record of managerial effectiveness including clerical skills, customer service management, multitasking, and time management
- Proficiency in several areas such as word processing, database management, interpersonal interaction, and office management
- Strong commitment to partnering with students, faculty, staff and external constituencies
- Proven ability to handle complex and sensitive functions with discretion is desirable, along with experience working largely unsupervised and being entrusted with making important decisions with minimal input or direction.
- Possess a lifestyle of Christian integrity and maturity in alignment with the faith perspective and core beliefs of the institution,

DUTIES

- Participate and assist in the administration of the President's office; assists in meeting reporting requirements, functional responsibilities and research objectives; provide complex and responsible executive level support and confidential assistance; relieve the President of a wide variety of clerical, technical and administrative detail.
- Coordinate and oversee executive functions and events; plan special events and complete various special assignments as requested; network with First Spouse/Family in alignment with assigned duties, tasks, or special projects.
- Screen office related communication; respond to sensitive questions, concerns and requests for information; exercise independent judgment and discretion in disseminating information, regulations, policies and procedures.
- Serve as the primary liaison between the College, Board of Trustee, and other College related entities by relaying messages, answering questions, and clarifying information, responding to requests, resolving problems, explaining policies and procedures or referring individuals as appropriate.

- Exercise independent judgment and discretion in scheduling appointments and meetings for the President; maintain and discuss a calendar of events on a regular basis to assure timely coordination of office activities and status of assigned projects.
- Coordinate and arrange a variety of meetings for the President and Board including location, seating and audiovisual equipment; coordinate activities with other divisions and departments; provide the President with materials and information in preparation for appointments and meetings; which may include travel related arrangements for the President and members of the Board.
- Work with President to ascertain the purpose and prepare outlines and context for speeches, presentations, and other written publications for both internal and external communication.
- Participate in preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner.
- Serve as official recorder for Board of Trustees; review agenda items with executive staff and Board of Trustees; assure that Board agenda items and supporting documents are developed, prepared and forwarded within timelines and guidelines; assure that the Board receives information and notification of action taken as requested.
- Attend and record proceedings from official and unofficial meetings including confidential meetings such as executive performance reviews and legal matters; prepares and distributes agendas, background materials and minutes as appropriate.
- Compose correspondence independently; prepare preliminary responses to letters, general correspondence and personal inquiries of a sensitive nature for administrator approval; format, type, develop, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures, policies and standards.
- Establish and maintain a variety of complex, intra- and inter-related filing systems including confidential files relating to grievances and related concerns; establish and maintain files for information, records, and reports; maintains records related to specific area of assignment.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, values, and regulatory parameters; effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.

NOTICE OF NON-DISCRIMINATION

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, heritage, vision, mission, Statement of Beliefs, Core Values, and Lifestyle Expectations as articulated in the Policy and Procedures Manual of the institution.