

**Quinebaug Valley Community College
Executive Assistant to the President**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Quinebaug Valley Community College, Danielson, CT

Job Posting No:

Hours: 40 hours a week

Salary: \$58,879 plus State of CT employee benefits package

Closing Date: February 13, 2015

Quinebaug Valley Community College invites candidates who have a proven history of success in office management in higher education to apply for this challenging opportunity. Reporting directly to the President of the College, the Executive Assistant provides support in a one-on-one working relationship. The primary point of contact for internal and external constituencies on all matters pertaining to the President's Office, the Executive Assistant also serves as a liaison to members of the President's Cabinet and the QVCC Foundation Board of Directors; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

The Executive Assistant must be highly creative and enjoy working within a small, entrepreneurial student environment that is mission-driven, results oriented, and community focused. The ideal candidate will have the ability to exercise sound judgment in a variety of situations, demonstrate impeccable communication skills, and be able to juggle multiple priorities. The Executive Assistant will often work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Minimum Qualifications:

- Experience supporting an executive, preferably in an educational organization
- Interest in internal and external communications, partnership development, and fundraising
- Solid organizational skills that reflect the ability to perform and prioritize multiple tasks, with exceptional attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including faculty, staff, BOR leadership, external partners, and donors
- Impeccable written and verbal communication skills
- Seasoned problem solver, with strong decision-making capabilities
- Emotional maturity
- Resourceful team player, with the ability to think independently
- Proven ability to handle confidential and sensitive information
- Capacity to achieve high performance goals and meet deadlines in a fast-paced environment
- Proficient in Microsoft Office and Adobe Acrobat

These skills and abilities would normally be acquired through a combination of experience and training in administrative support services in an office with significant confidential and quality standards, together with specialized education and training in administration for a total of at least five years. College/university education is both desirable and useful for relating well to the academic environment.

Duties:

- Serves as a member of the President's Cabinet. Supports the President in leading an effective senior management team by managing the weekly agenda; preparing and securing materials to advance the Cabinet's deliberations; handling special projects; and monitoring public policy issues. Provides substantive and analytic support for the President in relation to the academic and external community.
- Provides "gatekeeper" and "gateway" role to ensure thorough and prompt responses to all matters referred or presented to the Office of the President.
- Manages an extremely active calendar of appointments; completes expense reports; composes correspondence; arranges travel plans, itineraries, and agendas; compiles documents for travel-related meetings.
- Serves as an informed conduit for efficient and effective communication between the Office of the President, internal departments, and Cabinet leadership.
- Coordinates activities of the Office of the President and its relationship with the Board of Regents, government agencies, elected officials, and the Foundation.
- Facilitates interaction with the Office of Community Engagement to maximize resource enhancement opportunities for the College.
- Develops and implements projects requested by the President. Analyzes and compiles data for meetings or reports to committees or other groups.
- Demonstrates knowledge about Board of Regents policies and the contents of collective bargaining agreements.
- Establishes priorities and agendas, researches important and sensitive issues, and produces briefing materials for the President on all significant matters that require the President's personal attention.
- Handles issues appropriately in the absence of the President.
- When requested, represents and serves as the President's spokesperson on committees.
- Prepares office budget and manages and authorizes expenditures from the budget and President's discretionary funds.
- Facilitates effective management of internal conflict and student complaints when necessary.

- Coordinates planning of special events such as receptions, open houses, luncheons, dinners, and the like for the President.
- Reviews all communications coming to the President and, where appropriate, prepares responses and/or directs to the appropriate College official.
- Maintains a commitment to affirmative action and supports a campus environment that is committed to diversity.

Application Instructions: Please e-mail a completed Community College Employment Application, a cover letter, résumé, and contact information for three professional references to:

Lois Kelley, Human Resources Assistant, lkelly@qvcc.edu.

Packets must be received or post marked no later than February 13, 2015. Incomplete or late application packets received after the deadline may be discarded.

Refer to www.qvcc.edu for more information about Quinebaug Valley Community College.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.