Executive Associate to the Vice President for Continuing Education and Workforce Development

<table>
<thead>
<tr>
<th>Department: Continuing Education and Workforce Development</th>
<th>Approved Date: 06/16/2015</th>
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<tbody>
<tr>
<td>Reports To: Vice President CEWD</td>
<td>Team: CEWD</td>
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<tr>
<td>FLSA Status: Non-Exempt</td>
<td>Job Status: Full Time</td>
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<td>Salary Grade: 12</td>
<td>Job Classification: Support</td>
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Position Summary:

Provide administrative support to the Vice President for Continuing Education and Workforce Development, and to the functions that are assigned to the CEWD Team. Serves as a resource for planning and scheduling, gathering information and data, and communicating with other college staff and the community on behalf of the Vice President’s office.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Serve as the lead in collecting procedural documentation, archiving, and updating Standard Operating Procedures manual for CEWD, to include Lumens System documentation.
2. Assist with managing the departmental budget, including ongoing analysis and reporting of trends and budget status, initiating budget transfers or purchases as requested and approved by the Vice President.
3. Develop, organize, implement, and maintain appropriate information/document storage and retrieval systems, to include hard copy files and electronic recordkeeping.
4. Prepare PeopleSoft system reports and analyze data using Excel.
5. Assist with the management of the Vice President’s calendar, scheduling regular meetings with Administrators, faculty, staff or work groups as needed and or communicated by the Vice President.
6. Draft letters and memoranda for Vice President’s review and approval.
7. Prepare and proofread reports, documents, and correspondence for accuracy and quality of information for Vice President’s approval.
8. Serve as backup approver for procurement related items for the Vice President for CEWD.
9. Interpret and apply College policies and procedures.
10. Maintain confidentiality of all College information, including information disclosed within the Department.
11. Maintain and monitor project and administrative calendar Vice President for CEWD.
12. Record and report leave absences of direct reports to the Vice President for CEWD.
13. Serve as liaison to The Executive Associate to the President and Board of Trustees, to ensure the Vice President is adequately prepared for Presidential, Board and Senior Leadership meetings.
14. Attend designated meetings with Vice President as requested to provide Administrative Support.
15. Provide administrative and logistical support to the hiring process of vacant positions in CEWD.
16. Assist with special projects and performs other duties as assigned.
Executive Associate to the Vice President for Continuing Education and Workforce Development

Required Minimum Qualifications:

1. Associates Degree.
2. Five years office management experience.

Desired Qualifications:

1. Bachelor’s Degree.
2. Strong editing and writing skills, with the ability to communicate complex ideas in written form.
3. Strong organizational and project management skills.
4. Knowledge of basic finance and accounting procedures.
5. Demonstrated proficiency in interpersonal, communication (oral and written), and customer service skills.
6. Ability to use information systems to retrieve and provide analysis of information.
7. Demonstrated strong organizational, analytical, management, and innovative thinking skills.
8. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.
9. Ability to work independently to solve problems, make sound decisions, ability to keep work flow moving, ability to work with a moderate degree of supervision, efficient use of time.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.