



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Executive Assistant to the President

JOB CODE: 61827

Campus Location: Augusta Campus

Salary: \$62,000 - \$67,000; commensurate with education and work experience.

JOB SUMMARY

The Executive Assistant to the President is responsible for performing professional, administrative, and supervisory duties in support of the president of a technical college.

MAJOR DUTIES

- Plans, performs, and leads the technical, clerical, and procedural work of the Office, including work of a highly confidential nature, involving the use of considerable independent judgment and an understanding of institutional functions and procedures.
- Oversees the Budget for the President. Supports the development and monitoring of budgets including billings and payments.
- Supports the President by serving as a liaison to the Board of Directors. This includes scheduling, preparing, and overseeing the assembling and distribution of Board of Directors agenda and related backup materials, both in hard copy and electronic form, and proper notice/posting of the agenda.
- Attends meetings (including committee meetings) of the Board of Directors, and records, organizes and prepares minutes of the meetings in a timely manner.
- Prepares for and may attend meetings of the President and President's Council, including but not limited to scheduling, report preparation, facilities set up and agenda and minute preparation and distribution.
- Maintains and leads files and records related to the operations of the office.

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- Screens, receives telephone calls and mail, and assists visitors for the President's office, provides information based on knowledge, and interpretation of policies and procedures when necessary, and delegates when appropriate.
- Schedules and arranges meetings, conferences and makes travel arrangements for the President and members of the Board of Directors.
- Prepares, produces, and distributes materials and reports, related to programs and specialties under the jurisdiction of the office.
- Composes correspondence, as well as preparing necessary spreadsheets and other reports as directed, for diverse audiences including but not limited to state, federal and regional agencies, partnership officials, college and district officials, community members and constituency groups.
- Keeps files and records and supports programs, procedures and projects undertaken by the President's office.
- Works directly and interfaces with elected bodies, governing agencies and other outside entities with diplomacy and tact and is responsive to the needs of the office and its interrelationships with outside parties.
- Develops and posts materials, agendas, reports and other office documents into electronic formats and processes agendas, reports and materials according to office protocol and practices.
- Provides and leads support services to the President and two staff members within the president's suite.
- Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
- Performs other duties, related to the position, as assigned.

COMPETENCIES

- **Knowledge:** This position requires a thorough knowledge of college policies and procedures; Board of Director policies; college funding procedures; Microsoft Office software, the Internet, and E-mail; telephone etiquette; and interpersonal skills.
- **Skills:** This position requires skills in the use of a computer, software including Microsoft Office, printer, typewriter, fax machine, copier and transcription machine. Requires interpersonal and organizational skills as well as typing proficiency.
- **Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; operate computer and office equipment in a proficient manner, take dictation and shorthand; organize and prioritize information; retain and learn new information; handle irate people in a professional manner at all times; maintain confidentiality; handle pressure during peak production periods and meet deadlines; self-motivated and task oriented; and establish effective working relationships with coworkers, supervisor, students, Board members, and the general public.

MINIMUM QUALIFICATIONS

A Bachelor's degree in a related field "or" An Associate's degree in related field from a regionally accredited post-secondary institution with three years of work related experience.

A minimum of three years of work-related experience, preferably in an educational office environment.

PREFERRED QUALIFICATIONS

Five years of experience working in a senior, confidential level, secretarial position, working for executive level administrators of a large multi-unit organization is required. Three years of working in support of a public agency board of directors (inclusive of development of agendas, reports, and minutes) is preferred.

- Advanced organization, prioritization, and project management skills required.

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- Advanced Microsoft Office suite skills required including documents, spreadsheets, and presentations.
- Advanced Google suite skills required.
- Ability to use all modern office equipment including, but not limited to, computers, tablets, scanners, copiers, fax machines, and telephone. Typing at a speed of not less than 45 net words per minute required.
- Ability to learn and adapt to changing college needs while maintaining up to date skills.
- Ability to interact professionally, confidentially, and courteously with a wide range of constituents from diverse backgrounds including the Board, college Administration, faculty/staff, students, government, and the general public.
- Ability to interpret and explain policies and procedures.
- Active Notary Public Commission or ability to acquire and maintain in good standing is required.
- Some evening and weekend work is required.
- Previous Enterprise Resource Planning (ERP) database experience required with the ability to search for and retrieve information. Experience with Banner preferred.
- Previous experience with board of directors (ERP) system. I.e. (Boardeffect, etc...)

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

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Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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