The Executive Assistant to the President shall be appointed by the Board of Trustees upon recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the President.

**Qualifications:**
The candidate for this position must be detail oriented, possess excellent verbal and written communication skills, and have the ability to maintain confidentiality. Computer proficiency in Microsoft Office Suite is required to create complex spreadsheets, documents, and databases. An Associate’s degree is preferred.

**Description:**
This position will provide support to the President and manage the operations of the President’s Office. This is a salaried, FLSA exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

The Executive Assistant to the President shall:
1. Coordinate and prepare the monthly Board of Trustees' Agenda and Newsletter;
2. Attend monthly Board meeting;
3. Prepare and send Board meeting summary via email to college following monthly Board meeting;
4. Maintain tickler file of Board Newsletter/Agenda items, special activities, and pilot programs;
5. Coordinate election process for Board of Trustees;
6. Work with the President to plan and organize the Board of Trustees’ Retreats as needed;
7. Research Board policies and provide other research as needed;
8. Coordinate reservations/registration/travel arrangement for the President, Board of Trustees, or other designated employees to state and national conferences (i.e., Missouri Community College Association, Association of Community College Trustees, American Association of Community Colleges, Council of the North Central Two-Year Colleges);
9. Coordinate/schedule President’s calendar;
10. Coordinate/schedule President’s Council and Deans’ meetings; notify appropriate staff of changes in President’s schedule;
11. Schedule appropriate staff/student meetings each semester (i.e., President’s Classified Staff Advisory Council, President’s Student Advisory Council, President’s Faculty and Staff Advisory Council, March faculty meeting, April Certified/Classified Staff meeting);
12. Prepare and distribute salary memos and select administration contracts;
13. Work with the President to organize and plan the annual President’s Council Retreat;
14. Oversee and provide guidance to President’s Office staff;
15. Approve absences and payroll forms for President’s Office staff;
16. Make recommendations to the President for appropriate hardware and software training for President’s Office staff;
17. Coordinate special activities/events (i.e., Retirement Teas, Board of Trustees’ Holiday Dinner, Employee Holiday Party, Staff Holiday Luncheon), or other special activities/events as designated by the President;
18. Prepare President’s notes for activities/events (i.e., Faculty and Staff workshop, Commencement, other meetings as necessary);
19. Work with the President to arrange for commencement speaker;
20. Prepare/type correspondence and requisitions or assign as necessary to other President’s Office Administrative Assistants;
21. Work with the President to update faculty salary schedule each March for presentation to Board of Trustees for approval;
22. Answer phone, take messages, file, and route paperwork to appropriate department; or assign as necessary to other President’s Office Administrative Assistants;
23. Perform Notary Public services;
24. Prepare/perform special projects as assigned by the President.