



Job Description

Job Title: Senior Executive Assistant

JTC: CQT

Salary Range: N08

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Position provides complex, highly responsible executive level administrative support, handles sensitive or confidential matters tactfully, and performs or completes a variety of secretarial/clerical type functions such as conducting research, handling information requests, etc., on behalf of the Chancellor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable of protocol and communication techniques employed in an executive office environment with the ability to safeguard sensitive and confidential information; organize and follow through on work products and deadlines; and ensure that the duties of the executive office are carried out seamlessly. Ability to schedule and prioritize appointments, make travel arrangements, coordinate flights, accommodations and other itinerary specifics. Ability to compose reports, memos, letters, presentations, and other documents, using word processing, spreadsheet, database, and/or presentation software.

Must be able to work independently, managing multiple projects and tasks with minimal supervision or direction. Prioritizes work assignments, anticipates problems and creates contingency plans, keeping the Chancellor informed as necessary. Completes confidential and/or complex assignments on behalf of Chancellor. Handles confidential material relevant to district financial and operational matters; scans, files and retrieves documents, records, and reports as requested. Identifies and collaborates with appropriate staff and departments in the preparation of special projects.

Serves as a resource for internal/external stakeholders, community partners and staff members to determine which matters are a priority and alerts the Chancellor accordingly. Fields' phone calls, takes requests for meetings and coordinates various aspects of interdepartmental communication, as necessary. Ability to initiate, establish, and maintain an environment that fosters diversity when interacting with individuals from various backgrounds and cultures. To a lesser extent, support the Chancellor's staff as needed.

Ability to analyze complex situations accurately and adopt an effective course of action. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines. Read and screen incoming correspondence and reports, makes preliminary assessment of the importance of materials, organizes documents, handles some matters personally, and forwards as appropriate to Chancellor and/or staff.



Assists in the monitoring of department budget including expense management. Must be organized, detail oriented and possess effective communication skills. Computer literacy is vital to the role, as is the ability to train and direct others.

Must have excellent communication and interpersonal skills and the ability to work effectively and efficiently in a fast-paced environment. Ability to communicate effectively and diplomatically with students, faculty, and staff from diverse, multi-cultural backgrounds. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus five (5) years of progressive executive level secretarial work-related experience, preferably working for chief executive of a large corporation or institution. Official transcripts will be required. Strong skills in Microsoft Suite, i.e., Word, Excel, Outlook, and PowerPoint. Normal work hours are 8 a.m. to 5 p.m. Additional hours may be required to meet the needs of the business. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for accomplishing day-to-day administrative tasks for the Chancellor in a fast paced, multi-division environment and serves as the Chancellor's key associate in the all aspects of business. This position will manage Outlook calendars, event planning, travel, and expense reporting in addition to preparing correspondence, spreadsheets, presentations, etc., on behalf of the Chancellor. Position provides critical support ensuring that the business, operational and office management duties are carried out effectively and efficiently. Ability to be discreet and handle confidential information.

Research and assist the Chancellor in the preparation of speeches and presentations; maintain office files and correspondence, reports and data available for reference. Possess a strong understanding of office procedures and practices. Must be able to multi-task while remaining flexible, with attention to detail, and the ability to meet deadlines with minimal supervision. Must possess strong organizational skills for the efficient and successful handling and management of multiple projects. Thorough knowledge of administrative practices and procedures.

Acts as liaison between the Chancellor and the DCCCD community network; provides a bridge for smooth communication between the Chancellor's office, external constituents and Board of Trustee members; demonstrates leadership by maintaining credibility and trust with the Chancellor's constituents, DCCCD community network and staff.

Must be dependable, timely, have a positive attitude, and be able to work both independently and in a team-oriented environment. Meticulous attention to detail with the ability to compose professional correspondence, prepare and organize materials needed for conferences, appointments, meetings,



telephone calls, etc. Receive and assist visitors and telephone callers, determine nature of visit or call, assist or refer to appropriate staff or department as appropriate.

Excellent oral and written communication, including clear and concise writing, editing for spelling and grammar, and an ability to interpret information. Speaks clearly and eloquently, representing the office in a professional manner. Self-starter, strong attention to detail and excellent interpersonal skills.

May provide guidance and direction as needed to administrative staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.