



TILLAMOOK BAY
COMMUNITY COLLEGE

Position Opening Notice

Executive Assistant to the College President and Board

Organizational Relationship

Reports to: College President

Term of Employment

Annual: position July 1 – June 30; 249 days calendar.

Full-Time, Exempt Position

Position requires occasional evening work and may require occasional weekend work.

Leave in accordance with current TBCC Policy and corresponding regulations.

General Statement

Under the guidance of the College President, the executive assistant will provide administrative support for the operations of the president's office and the Board of Education, as well as management of projects related to these areas. The Executive Assistant supports the accurate and timely production and distribution of information, prepares meeting logistics, serves in a confidential capacity, contributes to internal and external communications for educational programs and activities and events, and works cross-functionally with departments and faculty, students, the public and other partners in a professional manner to advance the College mission and goals.

Major Areas of Responsibility

- I. President's Office Administration
- II. Board of Education Administration
- III. Project Management

Specific Responsibilities:

President's Office Administration

- Maintain the President's calendar and scheduling of meetings
- Coordinate various meetings and event logistics such as securing rooms/venues, ordering food, rentals and other necessary preparations as directed
- Prepare travel arrangements, expense reports, mileage reimbursements, and payment requisitions for the President
- Verify invoices and create requisitions for payments
- Attend various meetings such as Leadership, College Council, Staff and Extended Staff Meetings, In-Service, and more as requested
- Take the lead on the College Events Committee which plans staff events throughout the year.
- Produce professional level meeting minutes of groups like Leadership Team, College Council, Staff, and others, and organize the storing of all meeting minutes on college hard drives and SharePoint
- Coordinate and maintain college administrative rules and updated policies in Policy Tech and serve as contact person for all Policy Tech related questions
- Assist with budget preparation for the President's Office and track expenses for the Office of the President account
- Assist with College official documents as needed and under direction of the College President
- Under the direction of the College President, compose, edit, proofread, and distribute both internal and external communications
- Prepare mailing lists, invitations, printed programs, and other promotional materials as requested to support special events and activities for the President's Office
- Create draft standard operating procedures under the direction of the College President
- Respond to inquiries from the public and other constituents as directed
- Manage the Board of Education and Governance and Leadership sections of webpages under the About TBCC menu item in Word Press.
- Manage all the SharePoint sites under the control of the Office of the President
- Attend and be a full active member of the College's Leadership Team
- Supervise work-study students.
- Maintain confidentiality with sensitive information shared in the Office of the President and in Leadership Team.
- Perform other duties and special assignments as requests/authorized by the President.

- Other duties as assigned.

Board of Education Administration

- Keep current board rosters, contact information, biographies, oaths of office, elected zone information, election information, board member application, nameplates, board member photos, business cards, etc.
- Manage Board Policies in Policy Tech
- Create and distribute Board packets, public board notices and meeting materials as directed
- Prepare agendas, set-up, attend, take notes and provide accurate and complete minutes for Board meetings each month
- Coordinate meeting and event logistics such as securing rooms/venues, ordering food, rentals and other necessary preparations as directed
- Prepare travel arrangements, conference registrations, and mileage reimbursements and submit payment requisitions for Board members
- Manage Board of Education and Board Archives Webpages (WordPress)
- Communicate regularly with Board members.
- Maintain confidentiality with information covered with the Board of Education.

Project Management

- Organize and manage complex projects in the Office of the President.
- Determine the steps needed to successfully complete complex projects and communicate with other people that have a role in completing the project.
- Research the information needed to successfully complete the project and use that information to complete each step of the project.
- Use writing skills to prepare results of each project.
- Ability to manage multiple projects at one time.
- Report out results of project work to Leadership Team, College Council, Staff, and Board of Education

Required Qualifications

- Minimum of three years' experience in office administration or executive level support
- Previous experience taking and preparing meeting minutes

- Previous experience supporting projects that require high level thinking as well as attention to detail
- Previous experience drafting correspondence and written communications on behalf of others
- Experience using technology to support office functions including Microsoft Word, Excel, Outlook, web based tools, and software's
- Previous experience managing and creating electronic and paper filing systems
- Able to lift at least 25 pounds

Required Skills

- Must possess excellent interpersonal skills, personal initiative and can-do positive attitude
- Must be able to multi-task and meet deadlines while balancing multiple priorities
- Must be able to organize complex information
- Must be self-directed and able to work independently as well as in a team
- Must demonstrate a high level of trustworthiness and perform in a confidential manner
- Must be able to work effectively with multiple stakeholders to achieve positive results
- Must deliver accurate and timely information to meet program needs

Required Education Requirements

- Bachelor's Degree

Preferred Qualifications and Skills

- Previous experience in project and/or event coordination and management

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to briarsmith@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to <https://tillamookbaycc.edu/about-tbcc/human-resources/> and choose the staff application packet.

Position Open until filled

Compensation and Position Availability

This is a 1.0 FTE position. Salary is \$44,356 (\$22.27/hour) - \$48,469 (\$24.33/hour), depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.