



Job Description

Job Title: Executive Assistant-Board Relations

JTC: CQF

Salary Range: N06

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

Responsible for executive level administrative support performing a number of administrative duties. Position requires a highly self-motivated, professional individual capable of managing an office and prioritizing work load and tasks in a fast-paced work environment with a focus on continuous improvement, customer service and diversity inclusion

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The ability to apply significant administrative knowledge and experience in order to support and represent a senior administrator thoroughly in the scope, diversity, and complexity of all program and organizational operations. Demonstrates significant knowledge of the strategic goals, priorities, practices, policies, laws, rules and regulations that influence the goals and mission of an organization.

Must have strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities. Must be flexible to meet changing priorities and due dates. Must be ethical and use integrity in decision-making process when gathering and analyzing information to make recommendations or facilitate a course of action. Must be able to uphold a strict level of diplomacy and discretion/confidentiality when dealing with sensitive information and data.

Must have strong interpersonal skills and the ability to build professional relationships in a diverse, multicultural environment of stakeholders and constituents, internal/external to the organization using high level of tact, discretion and diplomacy. Must be able to maintain professionalism and a positive service attitude at all times.

Must be able to provide support and assistance to executive that ensure effective use of time and productive interactions with staff and the public by handling a wide range of administrative and executive support-related tasks involving the clerical, administrative function, research, and management roles. Ability to generate reports, create presentations, access data, keep complex records, and reports.

Must be proficient in writing and handling business correspondence using Microsoft Office Suite, producing well thought-out professional presentations and correspondence, free of grammatical and spelling errors. 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. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus three (3) to four (4) years of work related experience. Official transcripts are required. Special licenses or certifications may be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedule and manage comprehensive calendar of Board and committee meeting(s), creating timelines, preparation and distribution of meeting notifications, correspondence and agenda materials. Attend board and committee meetings; record minutes. Create and maintain board books. Provides administrative support to Board Relations Executive in the form of scheduling appointments, maintaining calendar, preparing and editing correspondence, making travel arrangements.

Research, compile, draft, edit and proofread correspondence, documents, presentations, proposals and reports. Manages special projects as assigned. Participates in professional development activities to keep up-to-date trends and technology associated with job function.

Establish and maintain working relationships with Board of Trustees. Interact and correspond with and/or on behalf of the Chancellor and Board Relations Executive with diverse, multicultural community leaders and officials. Interacts with staff and Board in a fast-paced environment, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Initiate and complete projects with minimal supervision in an environment where interruptions may be frequent. Works independently and within a team environment on special nonrecurring and ongoing projects.

Must have excellent oral and written communication skills to effectively interact and communicate with all stakeholders and constituents within the DCCCD network community. May supervise assigned personnel.

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.