

POSITION:

Executive Assistant to President

GENERAL DESCRIPTION:

Carl Albert State College has an opening for an **Executive Assistant to President**. This is a full-time position on the Poteau campus. The Executive Assistant to the President is involved in operational and administrative details and performs administrative functions that require a thorough knowledge of the College's Policies and Procedures, College Operations, Oklahoma State Regents for Higher Education Policies and Procedures, Oklahoma Open Meeting/Open Records, Oklahoma Ethics Commission Rules pertaining to Legislative Liaison, and an understanding of the College's role within the community. The Executive Assistant to the President has recurring contact with members of the State Regents for Higher Education, CASC Board of Regents, senior administrators and executives, public and private officials.

Responsibilities will include (but are not limited to):

- Responsible for day-to-day management of the office, including the oversight of the administrative assistant and student workers, in the President's Office.
- Manages an extremely active calendar of appointments for the President, including travel, meetings, conferences, speaking engagements, and itineraries. Plan and ensure that the President's schedule is followed and respected, which includes being the "gatekeeper" for the President's time and office. Prepare documents.
- Coordinates all arrangements for Board of Regents meetings, including agenda preparations, Board packets, notice of meeting posting in accordance with Oklahoma Open Meeting law. Takes and records minutes. Provides support to the Chair of the CASC Board of Regents and other Board members as needed.
- Responsible for oversight of official functions/events hosted by the President, as well as specific College events in coordination with the Special Events Coordinator.
- Demonstrates confidence and professionalism in building relationships on behalf of the President. Works closely with the President's Executive Cabinet to confer on business matters, analyze or resolve problems, and distribute appropriate information in a timely manner.

QUALIFICATIONS:

Bachelor's Degree required; excellent verbal, written, communication and interpersonal skills with the ability to work in a professional atmosphere. Ability to take and record formal and informal minutes with speed and accuracy. Must be able to multi-task on a daily basis. Proficient in computer skills. Excellent organizational skills and a strong attention to detail is required. Confidentiality as well as discretion are required at all times. Must be able to work independently, use initiative and make substantive decisions quickly. Applicants will be required to complete a proof reading skills test at the interview.

APPLICATION DEADLINE:

February 15, 2019

SALARY:

\$ 32,700 entry level, with full benefit package. (Additional consideration will be given for applicable experience.)

APPLICATION PROCEDURE:

To be considered for this position, please submit an updated CASC application (available at: <http://carlalbert.edu/discover-us/human-resources/>), letter of application, and updated resume', 3 Letters of Reference and copies of transcripts. Application packet may be submitted by mail to:

Carl Albert State College
Human Resources
1507 S. McKenna
Poteau, OK 74953

email: employment@carlalbert.edu
Fax: 918-647-1359

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

