



Title: Executive Assistant to the President

Campus: Uvalde

Job ID: 242535710101

Closing Date: May 23, 2025

Job Summary: Under the direction of the President, the Executive Assistant to the President is responsible for performing complex clerical duties, requiring specialized knowledge of departmental operations and doing related work as required. Performs administrative support within significant phases of institutional operations, requiring confidentiality, discretion, and specialized expertise in various administrative duties. This person will be the Liaison for the Board of Trustees. Prepares all board packets and documentation for Board Meetings and is responsible for all record-keeping pertaining to Board Meetings. Is responsible for coordinating with local Counties/City Clerks and/or school districts to hold our elections together as the Board of Trustees Elections Administrator. The Executive Assistant is responsible for the monthly Cabinet meeting agendas and minutes. Must be able to work effectively without direct supervision; must be able to prioritize assignments and determine a sufficient turnaround time for the completion of tasks. Works closely with the Payroll and Human Resources Departments and is responsible for creating all employee annual compensation sheets and contracts. Performs all other functions as assigned by the College President for the efficient operation of the office. Knowing and abiding by the rules, codes of conduct, and other policies are part of the position's essential functions. Acts as the TASB contact for institutional policy changes. Must collaborate with other administrators and support personnel and management regularly. Assist Vice Presidents, Chief of Staff, and other Administrators at different times.

Classification: Full-time, Exempt

Department: President's Office

Salary: Professional - Twelve month.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Associate degree required.

Experience & Training: Minimum three years' full-time experience administrative assistant. Experience using Microsoft Office Suite (Word, Excel, Access, and PowerPoint).

Additional Qualification Requirements: Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers.