



Assistant to the Board/President

POSITION DESCRIPTION:

The Assistant to the Board/President is responsible for the delivery of a comprehensive range of services, policies and procedures related to the Board of Trustees and the Office of the President. The position is a twelve-month appointment reporting directly to the President.

QUALIFICATIONS:

Bachelor degree preferred plus at least five years of experience working as an Executive Assistant in a professional office environment. Formal education in business-related discipline preferred, but other disciplines will be considered. Demonstrated ability to compose correspondence, create/maintain spreadsheets, and provide excellent customer service to constituents.

JOB DESCRIPTION:

- Assist the President in coordinating the varied functions of the office, including public relations and official functions
- Review and respond to incoming correspondence and assure the proper routing of such correspondence to the Divisions and required follow-up
- Perform office research tasks as assigned
- Coordinate the President's travel
- Maintain and coordinate up-to-date information on College Policies and Procedures
- Provide staff liaison and support for the Office of the President to the various Division offices
- Represent the President at various functions and meetings as required
- Coordinate and assume overall responsibility, upon request, for special projects and perform other administration tasks as assigned by the President
- Act as liaison between Board of Trustees and the College
- Coordinate the production of the Board of Trustee meeting agenda for all bi-monthly meetings and special meetings as assigned
- Coordinate all regularly scheduled special group meetings for the President (Cabinet, Managers, Superintendents, etc.)
- Coordinate annual Student Focus Group meetings
- Coordinate the annual Best Practices Symposium
- Maintain all Presidential Budget purchase requisitions
- Maintain the President's Schedule and monthly mileage reports
- Assist the ANC Foundation Executive Director upon request
- Coordinate special events on campus
- Basic clerical duties
- Other duties as assigned

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of professional office procedures
- Develop and maintain working relationships with all co-workers, including faculty, staff, and members of the President's Cabinet, and trustees
- Ability to organize and coordinate special events
- Ability to reasonably estimate costs associated with special events planning
- Knowledge of Microsoft Office software, specifically Word, Excel, and PowerPoint (*interview process will include ability testing*)
- Knowledge of business etiquette
- Ability to communicate effectively, both orally and in writing
- Willingness to take initiative to anticipate and solve problems
- Assumes other duties and responsibilities as assigned by the college President

SALARY:

Salary is determined by education and experience. A generous fringe benefit package is included.

APPLICATION DEADLINE:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:

To apply, send completed ANC application (available online at www.anc.edu/jobs), letter of interest, resume, references, and transcripts for all postsecondary work and certification materials to:

**Office of Human Resources
Arkansas Northeastern College
P. O. Box 1109
Blytheville, AR 72316-1109**

Or

Email anc-hr@smail.anc.edu.

For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

DATE OF ANNOUNCEMENT:

July 26, 2017

Arkansas Northeastern College is an equal opportunity/affirmative action employer