

Executive Assistant to the Vice President

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- Operates spreadsheet and graphics software;
- Performs a variety of other responsible secretarial and clerical support such as: assemble, duplicate and distribute materials, order and maintain office supply stock, establish and maintain filing systems;
- May attend and/or conduct a variety of internal and external meetings and committees,

variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school supplemented by professional secretarial coursework, and three years of increasingly responsible typing and clerical work, at least one year of which shall have been a responsible secretarial capacity supporting a management or executive position.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting but may include travel between college locations.