CISCO COLLEGE

Job Posting

Executive Administrative Assistant to the VPI

Date Posted: July 7, 2022
Posting End Date: Until Filled

Cisco College is accepting applications for the Executive Administrative Assistant to the Vice President of Instruction. This position requires an Associate's Degree. Bachelor's Degree and experience working in a college setting is preferred. The Executive Administrative Assistant to the VPI is responsible for managing an office that supports the faculty and VPI by maintaining critical publications and documents, and interacting with a variety of people. An applicant must possess outstanding organizational skills, be self-directed and able to manage multiple projects.. This position will be based at the Abilene Campus of Cisco College. It is a 12-month position, plus benefits. Resume packages are received via email, fax, and USPS, but email is preferred.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

***Please note**: A complete resume package must include a cover letter, completed Cisco College Application (available on the Employment Page of the college website at www.cisco.edu), resume or Curriculum Vitae (CV), and **unofficial** copies of transcripts. Please ensure you include all required documents with your submission. Incomplete packages will be returned unprocessed.*

Resume packages should be submitted to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer

Job Description

Job Title: Executive Administrative Assistant to the VPI
Reports to: Vice President of Instruction
Updated: July 7, 2022

Job Summary

The Executive Administrative Assistant to the Vice President of Instruction is responsible for managing an office with a variety of administrative functions that support teaching and learning at Cisco College. The workload in this office requires the individual to assume a great deal of responsibility and to be self-directed while managing multiple projects. Organizational and clerical duties in support of the VPI are required. Developing and maintaining office systems to organize and manage a large volume of information and creating an effective and productive work environment are essential. Sensitive and confidential material is managed in this office, and strict confidentiality is required.

The Executive Administrative Assistant will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the college mission, and to cooperate and work harmoniously with college personnel and the public. All Cisco College employees are expected to follow college policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Compiles adjunct faculty payroll information and full-time faculty overload information for each and all semesters offered by Cisco College.
    - Prepares payroll information for all full-time faculty overload and adjunct faculty teaching courses provided by Cisco College at any location, including dual enrollment courses taught in the high schools and coordinated with department/division.
    - Submits all adjunct faculty payroll to the Director of Human Resources and travel reimbursement information..
    - Prepares and submits payroll information for all instructional stipends.
    - Maintains payroll records as necessary to assist instruction.
2. Collaborates with college personnel in the collection of faculty credential data for SACS-COC purposes.
3. Collects data required for and publishes a variety of employee use calendars.
4. Schedules instructional facilities on the Cisco campus, including use efficiency, maintenance, upkeep, and furniture and equipment purchases and improvements. Assists the VPI in reviewing and making recommendations related to the course schedule.
5. Provides administrative and clerical support for the VPI– prepares documents, takes messages, schedules appointments, greets visitors, orders office supplies, maintains filing system, and completes expense reports.
6. Acts as publication master for the official college catalog and faculty handbook. Coordinates updates to the publications according to Policy 1.2. Maintains the web pages related to these publications and historical digital archives.
7. Acts as a general reviewer and editor for the College website and makes recommendations or notifications to the webmaster regarding accuracy and correctness as necessary. Maintains administrative-level access to the website and makes minor changes or corrections as necessary. May assist in reviewing program marketing.

8. Acts as Secretary and maintains official records for the Curriculum Committee. Takes minutes of Curriculum Committee meetings, prepares and disseminates current curriculum information, coordinates administrative review of proposed changes, and acquires appropriate signatures on all official documents. Maintains the Curriculum Committee webpage and a digital archive of committee records older than 5 years.
9. Submits all program changes to the THECB utilizing THECB web portals and is a contact point for the THECB to ensure communication of updates and approvals to Deans, directors, and chairpersons. Seeks assistance from THECB related to program submissions and THECB web portals as necessary. Maintains records of program approvals and closure and notifies Curriculum Committee ex officio members to facilitate updates to publications, curricula, awards, and federal program lists.
10. Assists in preparing various reports to state and regional agencies.
11. Organizes faculty evaluations and submits original documents to Human Resources. Supports student evaluation of courses and processes as needed. May cross train on evaluation and survey duties with Distance Education.
12. Assists with recruiting new faculty as necessary. May prepare job descriptions and advertising. Sets up interviews, contacts interview committees and candidates for interviews.
13. Organizes facility use, meals, schedules and creates materials for faculty in-service meetings, Abilene convocations, and professional development meetings.
14. Keeps office records and statistics and ensures their confidentiality. May act as secretary during VPI meetings with college personnel or complainants.
15. Travels to training sessions and seminars at the Cisco Campus when required.
16. Completes elements of the evaluation plan for the office, including working with the VPI to establish goals and evaluate performance.
17. Cooperates with the administration, deans, division chairs, directors, faculty, staff, and other members of the college community to facilitate the teaching and learning process.
18. Represents the college in a professional manner to all constituencies and the general public. Creates a friendly and professional office atmosphere.
19. Tracks/updates the following: faculty new hires list, faculty office hour forms, faculty syllabi, room scheduling, instructional equipment needs, student/athlete travel notifications and organizing/enrolling faculty in professional development conferences.
20. Performs other related duties as assigned.

Minimum Qualifications

1. Excellent computer application skills including experience with Adobe Acrobat (or similar software), Office applications, and spreadsheets.
2. Effective written and verbal communication skills.
3. Proven ability to learn and practically apply new concepts.
4. Ability to work well with faculty, staff, students, and the general public.
5. Organizes, prioritizes, and exhibits effective time management.
6. Has experience in a position with a high level of responsibility.
7. Associate's Degree and/or work related experience.

Preferred Qualifications

1. A bachelor's degree.
2. Experience working in a college setting.