

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
POSITION ANNOUNCEMENT**

**EXECUTIVE ASSISTANT TO THE PRESIDENT**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Executive Assistant to the President, to be domiciled in Baton Rouge.

**SUMMARY:**

The Executive Assistant to the President is an unclassified position, appointed by and reporting directly to the President of the System.

The Executive Assistant to the President works closely with the President in matters involved in the administrative oversight of the system. The position often involves handling matters of a highly confidential nature.

The Executive Assistant to the President also coordinates with the Vice President of System Advancement on matters relevant to the President's Office, the Board of Supervisors, and advancement activities in order to ensure quality outcomes and problem resolution.

**DUTIES AND RESPONSIBILITIES shall include but are not limited to the following:**

- Responsible for scheduling functions and maintaining the calendar for the President.
- Responsible for oversight of all travel arrangements for the President, including scheduling flights, registration for conferences, booking hotel arrangements and filing reimbursements once travel is completed.
- Schedules and organizes complex activities such as meetings, retreats, and system activities for members of the Board and the system senior management team; including agendas, minutes, and arrangements for the meeting facility, hotel and travel.
- Coordinates meetings for the President with system operations office staff, College Chancellors and staff, and public and private sector representatives, including government officials (i.e. the Governor, heads of governmental departments, and Legislators).
- Represents the President in meetings, as assigned.
- Assists, as assigned, with special projects or initiatives. May represent the President regarding system and educational organization position as it relates to policies and programs on a wide range of issues.
- Works independently and with a team on special and nonrecurring and ongoing projects and procedural matters. Acts as a project manager for special projects,

at the request of the president, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company wide events.

- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Relieves the President of a variety of administrative matters by assuming delegated authority in assigned areas involving routine matters.
- Provides oversight and leadership for board services and coordination of board meetings and activities.
- Provides oversight and supervision for any clerical/student workers reporting to the executive department.
- Organizes and prioritizes large volumes of information and calls.
- Fields routine and non-routine questions passed on by, or in the absence of the Coordinator of Board Services.
- Screens correspondence and responds independently when possible. Independently drafts correspondence and has delegated authority to sign routine correspondence.
- Creates and develops visual presentations for the President as assigned.
- Performs and supervises administrative support activities such as maintaining files and central records, purchasing of supplies and equipment, and submission of timekeeping records.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

- A Baccalaureate degree, masters preferred, in business, office administration or related fields and
- 5 years of advanced administrative support experience for executive or upper level management plus

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Advanced working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint). Working knowledge and experience with financial or related programs desired.
- Ability to type/keystroke a minimum of 60 wpm.
- Must be able to work in a fast-paced environment with demonstrated ability to manage competing demands and is able to deal with frequent change, delays or unexpected events.
- Ability to use a Dictaphone or other electronic recording device required.
- High level of interpersonal skills to handle sensitive and confidential situations. Requires demonstrated poise, tact and diplomacy.
- Strong written and oral communication skills with individuals at all levels of the organization.
- Strong organizational skills.

## **SUBSTITUTE QUALIFICATIONS:**

- An Associate degree in a secretarial science, office administration, technology or business related field from a business or technical school plus 6 years of advanced clerical experience working for upper level administrator or manager will substitute for minimum education and experience requirements.
- College credit without a degree will substitute for the required degree on the basis of thirty semester hours for one year
- Eight years of advanced clerical experience involving executive or upper level management may substitute for the degree requirement.

## **Compensation:**

Compensation will be dependent upon education and work experience. For more information about the Louisiana Community and Technical college System, visit [www.lctcs.edu](http://www.lctcs.edu).

## **Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806 or via email to [fkillen@lctcs.edu](mailto:fkillen@lctcs.edu)

Applications will be accepted until the position is filled.