

**San Jose/Evergreen Community College District
Confidential Job Description**

Position: Executive Administrative Assistant to the President

Department: President's Office

POSITION PURPOSE

Under general supervision, the Executive Administrative Assistant to the President performs a wide variety of complex, specialized, difficult, and responsible administrative functions for the President and the President's Office; serves as the primary contact for the Office for both internal and external contacts; oversees and coordinates the day-to-day office operations and special events, and relieves the President of a variety of routine administrative details on issues not requiring immediate attention; confidentially and efficiently supports and participates in a wide range of projects, and operations; fosters positive relationships with key stakeholders by effectively communicating and representing the President's priorities, initiatives, and vision; maintains sensitive and confidential files and information pertaining to personnel, collective bargaining and legal matters; and performs other related duties as assigned that support the overall objectives of the position.

DISTINGUISHING CHARACTERISTICS

An Executive Administrative Assistant to the President is distinguished from an Executive Administrative Assistant in that the former class provides advanced and confidential administrative and operational support to the President. Incumbents in this class are responsible for overseeing the day-to-day activities, operations and functions of the President's Office.

Incumbents are exposed to sensitive collective bargaining information and materials during the negotiating process and are designated as a confidential classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Performs supportive duties for the Office of the President requiring interaction with executive management and other administrative personnel and staff; assists with the general operations of the office by contributing confidential and administrative-related assistance; serves as a liaison with all levels of administration, faculty, and students; drafts a variety of Board reports, reports, positioning statements, timelines, and presentations; interacts with all constituent groups and ensures the implementation of the vision of the President's Office and the District.
2. Serves as a liaison between the President and management, academic and classified staff, students and other constituents in coordinating calendars, screening and responding to all requests for appointments, services and information; represents the College and the President over the phone, in person and online; keeps updated on sensitive, important or special interest issues and exercises independent judgment in matters requiring the President's attention; works independently and anticipates and resolves conflicts as appropriate.
3. Maintains the President's calendar and schedules the President's meetings with District leadership, elected officials and other community members; researches and gathers documents, materials and background information needed to prepare the President for meetings and events.
4. Contributes to, and assists with, reports and presentations to be presented to the Board of Trustees and to other executive-level groups; compiles and produces detailed and accurate documents for Administrative and College Council/College Advisory Council; attends meetings with the President, serves as a note-taker and distributes agenda and packets; posts electronic

materials to the President's web page; takes and prepares meeting minutes; follows up on approved action items.

5. Conducts special projects and performs a variety of advanced administrative functions in support of the President and the operations of the Office; researches, compiles, and summarizes data and reports as assigned; assists with proposal development, collective bargaining and budgeting data research, reviewing, and administering contracts and independent contractor agreements; oversees College administrative processes.
6. Prepares and produces a variety of correspondence, agendas, memoranda, reports, and other communication materials; produces reports and graphic materials reflective of the objectives and mission of the Office and College; receives and processes contracts and other agreements; edits, records, files and maintains copies of agreements; reviews and proofs documents, records and forms from the Office for accuracy, completeness and conformance to applicable rules and regulations.
7. Initiates and maintains a variety of complex administrative, confidential and sensitive files and records including personnel transactions, performance evaluations, payroll, budget, production and employee cost projections; performs data entry and maintains computerized databases.
8. Makes reservations for conferences and related events; participates in coordination of travel arrangements for the President and processes travel expense reports; coordinates hotel and other accommodations.
9. Organizes and facilitates meetings, conferences and other special events; coordinates and accompanies the President to community events and workshops; arranges workshops and appointments in collaboration with other staff members to ensure a smooth and efficient operation; may reserve meeting space, equipment and food and ensures space is appropriately provisioned.
10. Prepares requisitions and orders supplies and equipment in support of office operations; follows proper purchasing procedures for requisitions, maintains adequate supplies for the department and performs inventory of equipment and supplies; ensures proper functioning of the office equipment; initiates work orders for repairs and tracks work progress to completion.
11. Receives, reconciles, and processes invoices for payment; performs minor budgetary and accounting duties related to tracking and initiating of transfers of funds; provides supportive documentation for purchases in accordance with established policies; tracks vendor payments to approval and disbursement.
12. Assigns and evaluates the work assignments and performance of student workers, volunteers and vendors; and assists the President with administrator and faculty hiring process.
13. Serves on committees and supports participatory governance meetings.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. College student, staff and community issues and concerns.
2. Advanced principles, practices and techniques used in customer service, public relations and community outreach.

3. Parliamentary procedures.
4. Principles and procedures of recordkeeping and reporting.
5. District payroll and general accounting systems operations, practices and procedures.
6. District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting.
7. Federal, state and other applicable laws and regulations and District policies and procedures including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
8. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. Board Policies, Administrative Procedures and collective bargaining agreements.

Skills and Abilities to:

1. Coordinate and oversee the daily operations and work of the President's Office.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Maintain confidential and administrative records and files.
4. Plan and organize work to meet schedules and timelines.
5. Research and collect accurate and relevant data from multiple sources.
6. Provide accurate and timely reporting.
7. Coordinate special events, meetings and administrative projects.
8. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
9. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Graduation from high school or G.E.D. supplemented by specialized training or college level course work.
2. Five years of increasingly responsible experience providing administrative support services, at least two of which were in an academic setting or for an executive management position.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: C-110

EEO Category: 2B4 – Secretarial/Clerical