Saint Michael's College
Job Description

Job Title: Executive Assistant to the Vice President for Finance and Director of Facilities

Department: Finance and Facilities

Supervisor or Manager: Vice President for Finance and Director of Facilities

Date Created: 12/12/05 Last Revised: 12/12/05 FLSA Status: E

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- A wide range of administrative support is provided to the Vice President for Finance, including work and/or special projects that may be highly confidential in nature
- Materials for Board of Trustees meetings are assembled and records are maintained relative to Operations and Investment Committee
- Designated functions and day-to-day administrative tasks are handled for the Director of Facilities
- Inquiries are handled and referred, with good judgment, to correct action department/office
- Point-of-contact exists for operation of the Facilities Department work order system including computerized requests, which are processed in a timely manner
- The College’s assets are protected and the College is properly insured at all times
- Campus-wide safety programs and policies are developed/implemented through participation in Risk Management Committee

Essential Duties and Responsibilities:
- Handles/reviews all work order requests and assigns them to the proper area/shop in a timely manner
- Bills and tracks work orders for special events
- Analyzes and problem solves inquiries in the absence of the Director of Facilities and directs to the appropriate personnel for response
- Manages schedule for fleet of college vans/cars, arranging for rental vehicles when necessary
- Keeps list of eligible faculty/staff and student drivers and supplies information to insurance company for processing of Motor Vehicle Reports on prospective drivers
- Serves as property manager with tenants; shows property, prepares leases, records and deposits rental payments, contacts tenants for non-payment and arranges for repairs/maintenance to rental property
- Retains files for all College property, land, records and Act 250 documents
- Processes and monitors tax payments and assessments for property in Colchester, Essex, Winooski and Florida
- Maintains insurance policy files, answers questions relative to policies, reviews security incident reports for possible claims, submits accident reports in a timely manner, follows up on claims for payment or settlement, processes invoices for payment, retains listing of valid certificates of insurance
- Reconciles multiple credit/purchasing cards and processes invoices and requisitions for payment
- Assists with collection of payroll information for all Facilities departments on bi-weekly and monthly basis and ensures prompt submittal to Payroll Department
- Coordinates with outside contractor for pest control of campus buildings on a weekly basis and arranges for inspections of special areas on an “as needed” basis
- Submits gifts of stock certificates for deposit into College portfolio
- Issues master keys and maintains inventory of those assigned
- Coordinates, trains and assigns tasks to work-study students
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Secondary Responsibilities:
- Reconciles Fire and Rescue Department checkbook and prepares checks for signature
- Orders flowers to be sent on behalf of the Saint Michael’s College community to current employees for births, deaths, etc.
- Opens and prepares for re-distribution of all non-specific mail
- Updates annually the list of insurance policies on which College is listed as owner/beneficiary for year-end reporting
- Coordinates maintenance and assignment of cemetery land

Positions Supervised:
- Work study students (2)

Position’s Major Contacts:
- President/President’s Office staff/President’s Cabinet
- Members/managers of the Facilities and Finance Department
- Student contact/interaction on a daily basis
- Members of the SMC community including faculty and staff
- Tenants and prospective tenants
- Insurance agent/company representatives
- Vendors and service provider representatives
- Bus and vehicle rental agents
- Various individuals from outside the College community, including but not limited to parents and outside contractors

Demonstrates Excellence in this Position:
- Displays a thorough knowledge of office management principles and procedures
- Has the ability to effectively and efficiently handle multiple, simultaneous tasks and projects
- Is highly skilled at organizing resources, establishing priorities and working with a wide range of diverse constituencies both within and outside the College community
- Possesses solid communication skills, with the ability to express ideas well both orally and in writing

Education and Work Experience Required:
- Associate’s degree or equivalent combination of education and experience
- Business, finance and/or accounting discipline helpful
- Minimum of 5 years experience in an office environment required
- Prior experience in the insurance/risk management field highly desirable
- Knowledge of higher education work environment and/or or construction background preferred

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Executive Assistant to the Vice President for Finance and Director of Facilities, the employee is regularly required to lift and/or move 51-100 pounds and occasionally more than 100 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Flexibility to work extended hours and an occasional holiday in order to complete job/work requirements

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.