Saint Michael's College
Job Description

Job Title: Executive Assistant

Department: Library and Information Services

Supervisor or Manager: Director, Library and Information Services

Date Created: 1/04/05     Last Revised: 1/04/05     FLSA Status: NE

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:
Director and the LIS organization receive a high level of support by providing, supervising and managing various administrative functions

Essential Duties and Responsibilities:
• Answers telephone, takes messages, sorts and distributes the Director’s mail, greets visitors.
• Makes travel arrangements within established guidelines, including plane reservations, hotel accommodations and auto rentals for the Director. Processes reimbursements for Director’s out-of-pocket expenses.
• Composes correspondence, memos, letters, bulletins and other documents for the Director, and maintain files of same.
• Monitors Director’s calendar. Schedules and cancels meetings and appointments, as requested, using proper judgment as to time and location.
• Acts as LIS liaison to other offices on campus such as Physical Plant, Human Resources, Financial Aid, Security and other departments as warranted.
• Oversees and manages all aspects of the hiring, and ongoing employment of 50+ student employees in LIS which includes gathering information from the Associate Directors to review and update job descriptions and to prepare and submit the Financial Aid request for student workers. Screens all student employees. Monitors needs of LIS departments and makes student referrals as appropriate. Acts as liaison with Financial Aid and Human Resources regarding student awards, remaining hours, payroll issues, etc. Disseminates information to LIS supervisors and the Director. Maintains spreadsheet for current information regarding individual students’ remaining hours. Appropriately handles confidential student information.
• Monitors accuracy and processing and submission of time sheets for all staff (21) and students (50+) to the College payroll office.
• Inventories and orders all LIS equipment and supplies.
• Assists the Director in compiling technical materials and reports.
• Maintains administrative files; including some confidential information which must be handled appropriately.
• Maintains LIS budget accounts for a 1.2 million dollar budget using a monthly ledger that includes encumbrances.
• Monitors monthly expense reports and balances out for specific accounts. Initiates necessary paperwork to correct any inaccuracies. Provides regular reports to Director of these accounts and balances.
• Acts as liaison to Physical Plant. Maintain a task file for all building maintenance, including electrical, carpentry and plumbing work, as well as janitorial needs and specific events requiring special handling. Uses judgment in assessing “emergency” situations and handling of same. Consults with Director but may need to act in Director’s absence. Monitors and follow-up as indicated.
• Maintains the LIS telephone automated attendant, and serves as liaison with the College’s telecommunications staff coordinating special phone set-ups as needed.
• Coordinates the LIS key systems by keeping accurate records and monitoring of “spare” keys for LIS staff offices, study carrels, equipment/storage rooms, faculty offices housed in library, and files/desks of LIS staff.
• Serves on LIS Advisors Group, Library Disaster Committee, Signage Committee, and other campus committees as requested or approved by the director.

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Secondary Responsibilities:
- Assists LIS staff with questions about Word, Excel, Access, Campus phone system, etc.
- Monitors the LIS mailroom.
- Teaches/assists with Access database.
- Participates in in-service training programs and other professional development activities as appropriate and/or required.
- Provides LIS staff with up-to-date procedures for making departmental purchases.

Positions Supervised:
None

Position’s Major Contacts:
- Director of LIS
- All members of the LIS Staff
- Faculty
- Students
- LIS student workers, and other students inquiring about employment
- Executive Assistant to the VP for Finance
- Various members of the Physical Plant Staff
- Payroll and Human Resources Staff
- Financial Aid Staff
- Purchasing Office
- Sodexho staff
- Off-campus vendors for purchase and repair of equipment

Demonstrates Excellence in this Position:
Excellence in this position requires a thorough understanding of the LIS operation and staff, and how the LIS goals relate to the campus as whole; top-notch business communication skills; superior writing and editing skills; exceptional management skills in order to work with and coordinate projects with LIS staff, as well as with other departments on campus; strong interpersonal skills (caring yet professional) in dealing with student workers; superior technological expertise in order to keep abreast of and implement new technologies to enhance the smooth operation of the administrative functions in LIS; ability to exercise judgment to solve operational problems where the answer is not apparent; skill in setting priorities which accurately reflect the relative importance of job responsibilities; discretion, particularly when dealing with confidential personnel and other information.

Education and Work Experience Required:
- Bachelor’s degree or equivalent combination of education and experience.
- 3+ years of experience performing related office duties required
- This position requires an individual who is adaptable to an ever-changing technological environment and can easily learn and implement these new technologies.

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 is required.

Language and Literacy Skills Required:
Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.
Computer/Technology Skills Required:

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<th>Working Knowledge</th>
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<tr>
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Other (please specify): Experience with scanning documents.
Familiarity with computer diagnostic routines.
Highly proficient with telephone systems.
Highly proficient with web authoring.

Licenses, Certifications and Other Requirements:
None

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

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:
May occasionally require evening or weekend hours

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.