

Roanoke Higher Education Center Position Description

Job Title: **Senior Administrative Assistant**

Date: April 4, 2019

FLSA Status: Non-Exempt

Department: Administration

Reports To: Executive Director

SUMMARY

This position provides administrative support to the Executive Director and the Executive Team Members of the Roanoke Higher Education Authority (RHEA). The incumbent performs routine to difficult administrative and technical work that includes, but is not limited to: serving as the Secretary to the governing boards for both RHEA and its related foundation; performing human resources administrative duties concerning employee benefits, new hires and related records; responsible for several data bases that require data collection and report generation using spreadsheets and database management software for the strategic plan and the employee leave system. Additionally, the Executive Assistant must be detail-oriented and proficient with computer applications such as the Microsoft Office Suite and have the ability to research issues, locate information, and formulate and execute an action plan. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and spoken communication, administrative and organization skills, handle confidential matters with discretion and maintain a realistic balance among multiple priorities. The Executive Assistant works under general supervision, but must have the ability to work independently on projects from conception to completion exercising discretion and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Administration Support

- Completes a broad variety of administrative tasks for the Executive Director and the Executive team including: maintaining calendars and appointments, making travel arrangements, scheduling meetings and handling related activities and meeting logistics that include, but are not limited to the agenda, room/space reservations, refreshments, room setup/clean up, meeting notices, arrangements for AV equipment, and correspondence and coordination with internal and external clients and visitors.
- Serves as contributing member of the Executive Team
- Prepares agendas for weekly meetings and distributes meeting summaries and/or notes following each meeting.
- Prepares materials for monthly RHEC Member meetings and distributes meeting materials one week prior to each monthly meeting.
- Acts as eVA Security Officer for the Authority.

- Prepares, types formats and proofreads a wide variety of correspondence, meeting minutes, statistical reports, and presentations.
- Maintains the organization's policies and procedures, keeps current documents available, and coordinates posting to RHEA's website as necessary.
- Researches, analyzes and compiles a variety of information from sources both inside and outside of RHEA to summarize and highlight key information.
- Purchases office supplies and meeting refreshments, and delivers packages as required. (Travel mileage reimbursed by RHEA.)
- Provides office support including: ordering and delivery of office supplies and maintaining the supply closet. Conducts research to ensure best price is obtained on office supplies.
- Plan Employee Appreciation Luncheon and RHEC Holiday Luncheon.
- Acts as custodian of a petty cash fund that includes maintaining accountability and safeguard of funds.
- Provides backup support in the absence of the front desk receptionist.
- Operates and maintains general office equipment that includes copier, fax machine and postage machine. Ensures machines are appropriately stocked with paper, ink, etc. and makes service calls as needed.
- Assists with special events.
- Develops and distributes Monday Morning memos to RHEC staff.
- Makes purchases as directed through the use of a company credit card ensuring compliance with governing guidelines and codes vouchers for processing.
- Responsible for data entry and maintenance of the Center's Strategic Plan to include entry of yearly performance measures and required reporting on the Commonwealth of Virginia's Performance Budget (PB) System.

Lease Management

- Maintains and manages lease schedule and timeline for renewal.
- Maintain list of square footage to be used for lease renewal.
- Prepare leases with updated information determined by Executive Director, Senior Director of Academic & Student Services, Director of Finance and Administration and Director of Facility Services.
- Responsible for mailing and or sending electronic copies.
- Prepare CPI-U rate increase memos and send to members.

Human Resources

- Develops and maintains human resources policies and procedures keeping the Employee Handbook current.
- Performs HR functions related to record keeping, benefits administration, staff recruitment, and staff development.
- New employee orientation (personnel file, enroll in VRS, Unum, Minnesota Life essential paperwork and obtain parking pass).
- Download HuRMAN reports.
- Update insurance information and communicate benefit changes to employees for Open Enrollment.

- Maintain leave records and personnel files.
- Update HR systems of changes (salary, addresses, etc.)
- Initiate and receive background check for potential new hires, sets up files, and conducts onboarding of new employees.
- Notify retirees of changes to cost of health insurance.
- Download and approve Unum and Minnesota Life invoices.
- Process salary changes.

Governing Board Support

- Serves as Secretary to the Roanoke Higher Education Authority Board of Trustees and the Roanoke Higher Education Authority Executive Committee Board of Directors.
- Prepares, formats, and proofreads committee and Board agendas, reports, attachments, charts, and other documentation.
- Makes arrangements for meetings that include, but are not limited to advance meeting notices followed by periodic reminders that may include telephone calls to maximize attendees and to ensure that a quorum is present.
- Maintains and disseminates a current listing and contact information for all board and related committees.
- Initiate new Board members Oath of Office.
- Send notifications from Virginia Ethics Council regarding Board members Financial Disclosure statements.
- Keeps a record of board member terms alerting the Executive Director to upcoming vacancies so the new member appointment process can be initiated?
- Maintains attendee records and minutes for all meetings.
- Maintains a copy of by-laws and other official board documents.
- Coordinates and ensures annual board member's Conflict of Interest forms are obtained and filed as necessary.

RHEC Foundation

- Serves as Secretary to the Roanoke Higher Education Center Foundation.
- Proofread policies and procedures for the Director of Finance and Administration.
- Maintain current and up-to-date copies of the policies and procedures for the Foundation.
- Assist in the planning of 6-8 monthly Koffee with Kay sessions.
- Provide administrative assistance to the Development Officer.
- Schedule appointments with prospective donors for the Executive Director and Development Officer.
- Proofread printed materials and messages for the Foundation's web link.
- Follow policies and procedures regarding procurement of donations and the processing of mail by receptionists in regards to handling donations.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

WORK HOURS

Monday through Friday with occasional night and weekend hours as necessitated by activities and workload.

EMPLOYMENT CONDITION

Must have an acceptable criminal background check.

JOB KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Demonstrated comprehensive computer software knowledge in MS Office Suite (Outlook Word, Excel and PowerPoint.) and willingness to learn other software applications as required.
- Experience with databases that require data collection and report generation using spreadsheets and database management software.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to details.
- Very strong interpersonal and customer service skills.
- The ability to work as a “team player” with all RHEA staff to meet the expectations of RHEC students, members, and the community.
- The ability to exercise good judgment in a variety of situations, with strong written and spoken communication, administrative and organization skills, and ability to handle confidential matters with discretion.
- Works under general supervision, but must have the ability to work independently on projects from conception to completion.
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures.
- Works effectively with all co-workers, students, members, and other customers by showing respect for individual diversity.

EDUCATION AND/ OR EXPERIENCE

- Associate or bachelor’s degree required.
- Proficiency with Microsoft Office Suite.
- Three to five years related experience in a business administrative or academic support environment.
- Experience in providing executive administrative services in a professional office setting, responding to multiple priorities, and supporting more than one executive.

SPECIAL REQUIREMENTS

Must be willing to serve as a Notary Public.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit: use hands to finger, handle, or feel: talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and / or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is often exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Supervisor's Signature
Kay Dunkley, Ed.D.

Date:

ACKNOWLEDGEMENT

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee's Signature

Date:

Employee's Name (Please Print)