

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Executive Assistant to the President

**DEPARTMENT:** Administration

**REPORTS TO:** President

**SUPERVISES:** Work-study students as necessary

**FLSA: Exempt**   X   **Non-Exempt**       

**DOCUMENT STATUS: New/Date:**        **Revision #**   4   **Date:** 05/09/2022

**TRAVEL:** Weekly travel to our Rangely Campus is a requirement of this position.

**SALARY:** \$45,000.00 - \$55,000.00/year (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:**  10  hours/month **ANNUAL LEAVE:**  15  hours/month

**COLLEGE-WIDE**   X   **CAMPUS:**   RANGELY     X     CRAIG  

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY**

The Executive Assistant to the President is responsible for a broad range of professional-level, administrative duties in support of the President. This position manages the day-to-day requirements of the President, and works closely with departments within the Office of the President as well as internal and external constituencies of the college community. This position performs a broad range of professional staff and communications functions to ensure the maximum performance of the President and acts independently and exercises initiative to achieve organizational goals and objectives.

**PRIMARY DUTIES**

- Provide high level professional support to the President.
- Coordination of the President's time and calendar to optimize efficiency.
- Coordination of specific meeting arrangements including President's Cabinet, Community Networking group, and System Office.
- Responsible for daily decision-making and problem resolution in coordination with the President.

- Take minutes at the Rangely and Moffat Board of Control meetings.
- Take all Executive Cabinet minutes and post them upon completion.
- Be involved with or lead different events on the campus (i.e. Graduation, convocation, employee awards luncheon, etc.)
- Facilitate communication for the President with both internal and external personnel.
- Establish processes to resolve issues (tech and administrative) and problems with expedited referral of matters to the appropriate office for follow-up.
- Serve as a liaison to the President's external constituents.
- Answer phone calls, monitor and manage email and regular mail.
- Coordinate travel arrangements including airfare, hotel and accommodations, vehicle rentals, event scheduling, etc.
- Process travel forms and other reimbursements for the President for travel and events.
- Responsible for answering questions for and/or speaking on behalf of the President.
- Management of special projects/tasks as assigned.
- Provide back-up and support to other offices.
- Assist other staff members as necessary to assure the smooth day-to-day functioning of the President's Office.
- Work with the Foundation Office and/or the Business Office as needed.
- Other duties as assigned.

### **ESSENTIAL QUALIFICATIONS**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

1. **Education and Training:** Associate's Degree or other training
2. **Prior Related Experience:** A minimum of 3-5 years of experience in similar position.
3. **Licensure/Certification:** Must have a valid driver license
4. **Equipment Skills:** PC, copier, printer, and other office equipment
5. **Other Qualifications:**
  - a. Microsoft Office (Word, Excel, PowerPoint)
  - b. Outlook mail
  - c. Verbal and written communication skills
  - d. Excellent interpersonal skills both in person and on the phone with a positive and professional demeanor
  - e. Time management skills
  - f. Multi-tasking

### **PREFERRED QUALIFICATIONS**

1. **Education and Training:** Bachelor's Degree
2. **Prior Related Experience:** 5+ years of experience. Community college experience.
3. **Licensure/Certification:** Notary or ability to get Notary designation

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

*Review of applications will begin immediately.*

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing	X					
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person				X		
Talking on Telephone				X		
Hearing in Person				X		
Hearing on Telephone				X		
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
<b>Other environmental requirements:</b>	X					

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_