Notice of Vacancy

Location of Position: District Office (Perkinston Campus)

Position Available:
Executive Assistant to the President

Classification:
- Administration
- Faculty
- Staff
- Hourly
- Admin Level III

Date Position Available:
July 1, 2013

Salary Scale:
Administrative Level III (Based on Applicable Experience)

Qualifications & Experience:

MANDATORY: (M1) Master’s Degree in an appropriate field from a regionally accredited institution of higher learning. (M2) Minimum of three (3) years of applicable and successful administrative experience in a community college setting. (M3) Strong written, interpersonal, and oral communication skills. (M4) Demonstrated leadership and managerial skills. (M5) Knowledge of the following areas of community college administration: Board Relations, Organizational Leadership, Governmental Affairs, and Public Relations.

DESIRABLE: (D1) Earned doctorate or substantive progress toward doctorate in an appropriate field from a regionally accredited institution of higher learning. (D2) Familiarity with basic Internet, Email, and Word Processing functions. (D3) Familiarity and experience with the multi-campus environment. (D4) An understanding of and a commitment to the comprehensive community college philosophy.

The College:
Mississippi Gulf Coast Community College is a comprehensive two-year public institution committed to making a positive difference in people’s lives every day. As one of the top-100 associate degree-granting community colleges in the nation, Gulf Coast has served the four-county district of Jackson, George, Harrison, and Stone counties for almost 100 years. The college helps to meet the educational and training needs of individuals as well as business and industry at four campuses and four centers in south Mississippi. The campuses include: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS; Community Campus, Gulfport, MS. The centers include: West Harrison County Center, Long Beach, MS; George County Center, Lucedale, MS; Keesler Center, Biloxi, MS; and Naval Construction Battalion Center, Gulfport, MS. Additional information concerning the college may be found at www.mgcc.edu

Mississippi Gulf Coast Community College is accredited by the Mississippi Commission on College Accreditation and by the Southern Association of Colleges and Schools (SACS) to award associate degrees. Several programs are accredited nationally. Offerings include academic, technical, career, and adult continuing education programs.

Application Information:

For additional information on the position, contact:
Dr. Mary S. Graham
President, Mississippi Gulf Coast Community College
Post Office Box 609
Perkinston, Mississippi 39573
(601) 928-6280
E-mail: mary.graham@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

“open until filled”

Mail all documents to: Human Resources Office
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgcc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.
GENERAL STATEMENT OF FUNCTION: The Executive Assistant to the President is responsible for providing assistance to the President in all college, business and community relations and has administrative oversight of the Office of the President. The incumbent must have experience in handling a wide range of administrative support tasks exercising independent judgment in managing the affairs of a professional staff. The Executive Assistant to the President reports directly to the President.

DUTIES AND RESPONSIBILITIES:

College, Business and Community Liaison and Public Relations
- Represent the President at meetings, programs and other events upon the President's request
- Coordinate legislative work and represent the President at various legislative functions
- Prioritize workflow keeping projects on schedule
- Mindful attention to details with excellent editing skills
- Maintain a high level of customer service to internal and external clients
- Organize and prioritize work flow keeping projects on schedule
- Take and transcribe dictation as requested
- Adhere to professionalism, confidential and decorum at all times
- Possess strong work ethic with ability to work independently or effectively as a team member
- Demonstrate a willingness and ability to travel when necessary
- Proactive and self-motivated with the ability to multitask and anticipate president's needs.
- Relieve the president of administrative details

Board of Trustees Functions
- Prepare Board agenda and packet for regular monthly meetings
- Attend Board meetings as recording secretary; compose and prepare official minutes
- Coordinate travel and accompany Board members attending national, state or local meetings
- Maintain a record of trustee appointments and terms of office
- Oversee details regarding board meeting day and special meetings

Institutional Relations
- Work in conjunction with the administrator responsible for Institutional Relations on all correspondence, public information relative to the Office of the President, special events, and media relations
- Coordinate special events at Liaison and other events hosted by the President with campuses/centers, alumni/Foundation, and Institutional Relations.

Travel Arrangements
- Coordinate travel arrangements for the President
- Ensure that travel details, schedule of activities, and travel vouchers are completed in a timely manner

Appointments and Meeting
- Maintain president’s calendar and schedule commitments to maximize efficiency
- Enter scheduled appointments and meetings on the Outlook calendar
- Coordinate preparations for meetings and scheduled appointments
- Attend Executive Council meetings as recorder; compose and prepare official minutes

General Administrative Functions
- Compose correspondence/letters for President’s signature
- Review correspondence for priority action
- Handle sensitive correspondence/information with confidentiality
- Manage recordkeeping functions for the Office of the President to ensure easy retrieval
- Respond to incoming calls and arrange conference calls
• Handle all communication as a representative of the President in a positive and professional manner

Supervision of personnel
• Supervise and evaluate administrative support staff
• Assist with hiring and training of office personnel as required

Legislative Work
• Maintain updated contact information on local, state and national political leaders
• Communicate regularly with legislative leaders on behalf of the President via social media, email, and traditional correspondence
• Plan and organize events for legislative leaders

Special Events
• Work with college Vice President’s to coordinate college-wide special events – ground breakings, ribbon cuttings, etc.
• Organize, decorate, arrange catering for all events scheduled at the President’s home (Liaison)

Other Duties
• Perform all other duties and responsibilities assigned by the President.
• Attend college events as required