PANOLA COLLEGE
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Administrative Assistant</th>
<th>FLSA status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>President’s Office</td>
<td>REPORTS TO:</td>
<td>President</td>
</tr>
</tbody>
</table>

**Position summary:** Under indirect supervision, this position performs complex secretarial work of an administrative nature and assists the College President in day-to-day operations.

**Position responsibilities:**

- Prepare monthly board agendas, materials related thereto, and see that all legal requirements are met.
- Attend monthly and called board meetings serving as the recording secretary.
- Responsible for the handling of all college board elections, serving as the early voting clerk.
- Assist the President in the preparation and compiling of information and documents for the Annual President’s Report.
- Prepare all check requisitions, purchase order requests through DPS.
- Order supplies for the President’s office.
- Assist in the research for projects and/or legal matters for the President.
- May receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.
- Prepare memorandums, letters, and correspondence for the President.
- Responsible for establishing and maintaining official documents and records in appropriate files for the President.
- Attend meetings, seminars, etc., as recording secretary and/or to furnish information.
- Make appointments, schedule meetings, and coordinate travel arrangements for the President.
- Answer incoming calls for the President’s office.
- Manage personal calendar for the President.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate’s degree preferred.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.