



## Executive Assistant - Public Relations and Office of the President

E00061

**WHY WORK AT SPSCC?**

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

**MISSION AND VISION**

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

**SPSCC OFFERS**

A generous benefit package including medical, dental, vision,

- Position type:** Exempt
- Salary:** \$49,282.00/year
- Opens:** June 28, 2017
- Closes:** Priority review date July 13, 2017;  
Open until filled
- Location:** [Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a creative, dynamic, and collaborative individual to fill the position of Executive Assistant for the Public Relations Office and Office of the President. The Executive Assistant reports to the Chief Communications & Legislative Affairs Officer and is responsible for providing high level, confidential administrative support to the Public Relations office and Office of the President.

The Executive Assistant handles sensitive and confidential matters, exercising good judgment, tact and discretion in evaluating situations, solving problems and making decisions. This position requires excellent organizational, technical and administrative abilities in providing support to the Chief, coordinating office workflow, and performing a variety of advanced administrative support functions.

**KEY RESPONSIBILITIES**

Public Relations duties include but are not limited to:

- Coordinate and manage daily business operations including ordering supplies and promotional items, completing purchase requests, managing purchase card (p-card), and maintaining inventory of supplies and promotional items.
- Provide executive level administrative support to the Chief Communications and Legislative Affairs Officer, which includes maintaining appointment calendar and scheduling meetings. Ensures the Chief is fully prepared for meetings and is informed of significant items requiring review or action.
- Conduct budget reconciliation for the Public Relations budget and assists the Chief in the development of the budget. Maintain, monitor and prepare regular budget reports for the Chief in a timely manner.
- Prepare correspondence, coordinate meetings, and serve as a liaison to government officials in support of college legislative affairs efforts.
- Serve as initial Public Relations contact for internal and external customers, and route or respond to requests and inquiries. Screen incoming calls, mail, personal inquiries and other relevant matters; receive and respond to public inquiries tactfully and constructively, evaluating relative importance of each; research and assemble

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the [State Board Retirement Plan \(SBRP\)](#) and [Department of Retirement Systems \(DRS\)](#). Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to [Washington Health Care Authority](#).

**COMPENSATION**

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

**VACATION AND SICK LEAVE**

Annual leave includes 24 days of vacation, 11 paid holidays, and 12 days of sick leave

**EQUAL OPPORTUNITY EMPLOYER**

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

required information for response; answer routine matters and refer others to appropriate persons.

- Respond in a professional manner to all sensitive and confidential matters.
- Interpret and apply Public Relations policies consistent with goals, objectives and policies of the college.
- Make arrangements and prepare agendas for Public Relations team meetings and activities.
- Arrange travel and lodging for the Chief and Public Relations staff and prepare travel authorizations and reimbursements.
- Complete or assist with special projects, special events, and emerging initiatives as assigned.
- Serve as a member and/or recorder of designated college-wide committees, councils and taskforces.
- Supervise Public Relations interns and work-study students, including orienting, training, scheduling, assigning duties, and approving timesheets in the TLR system.
- Manage records inventory, storage, retrieval and destruction of Public Relations files in compliance with the state retention schedule for public records.
- Represent the Chief in his/her absence at required meetings.

Office of the President duties include:

- Provide coordination and support for the President’s Advisory Group, to include preparing and distributing meeting materials; scheduling meetings; arranging for meeting locations, accommodations, setup, catering, equipment, and other related needs; and taking and preparing meeting minutes.
- Order supplies, complete purchase requests, and manage purchase card (p-card).
- Prepare travel authorizations and reimbursement forms.
- Maintain, monitor and prepare budget reports and conducts budget reconciliation in a timely manner.
- Manage records inventory, storage, retrieval and destruction of President’s Office and Board of Trustees’ files in compliance with the state retention schedule for public records.
- In the absence of the Special Assistant to the President, represent him/her at required meetings and provides administrative support to the President.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

- Associates degree and three to five (3-5) years of progressive administrative/secretarial experience.

- Experience working in positions demonstrating high-level administrative support skills, including the ability to take responsibility and display initiative.
- Requires a commitment to the College's mission, attention to detail, and the ability to prioritize and complete multiple tasks in a skillful and timely fashion.
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions.
- Excellent written, oral and interpersonal communication skills, ability to work well with others and function as a team member.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, Excel, and PowerPoint.
- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

### **SUPPLEMENTAL QUESTIONS**

Your responses to the following questions are required as part of your application for this position, not to exceed two (2) pages.

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. Please describe your experience and level of proficiency with the following Microsoft applications:
  - a) Word
  - b) Excel
  - c) Outlook
  - d) Other software or database applications you have used
3. Please describe how you will contribute to the diversity of this campus.

### **HOW TO APPLY**

Interested candidates may apply by submitting the following required items:

1. [Completed SPSCC Employment Application](#)
2. Letter of application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement.
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications.
4. Responses to the Supplemental Questions.
5. Copies of unofficial transcripts.

**Send application materials via one of the delivery methods below- email is preferred:**

E-mail: [jobline@spscc.edu](mailto:jobline@spscc.edu) Fax: (360) 596-5706

Mail: Human Resource Office

South Puget Sound Community College

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