

**TEXAS STATE TECHNICAL COLLEGE  
JOB DESCRIPTION**

**Title:** Executive Assistant to the President  
**Reports to:** President  
**Position Code:** EATP  
**Department:** President's Office  
**EEO Type:** PR

**Effective Date:** 12-01-96  
**Revision Date:** 6-25-03  
**Pay Grade:** H  
**FLSA:** Exempt  
**ORP Elig:** N

**A. General Description:**

The Executive Assistant to the President is responsible for the operation of the Public Information Office, serves as the student Customer Service Representative, and Resource Development Officer and performs other duties as assigned by the President.

**B. Duties and Responsibilities:**

**a. Essential Function:**

Interact with community organizations, individuals, agencies and constituencies.

Evaluates data, interprets results and performs related work as assigned.

Clearly and effectively deals with college community and the public.

Interprets TSTC policies to the college and to the public.

Enhances the relationship of the college with state, local and private entities.

Represents the President in his absence, both on and off campus.

Reviews correspondence at the request of the President and provides appropriate responses.

Responds to student customer service issues.

Attracts donations from individuals and businesses to further promote the educational needs of the college community.

Oversees the marketing efforts of the college.

**b. Other Responsibilities:**

Directly responsible to the President.

Performs other duties as assigned by the President.

**C. Working Conditions:**

Sedentary: Desk works; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

**D. Required Qualifications:**

Excellent interpersonal communication skills and public speaking ability.

Demonstrated organizational skills and ability to manage the demands of the Office of the President in the absence of the President.

**E. Minimum Requirements of Education and Experience:**

Bachelor's Degree in an appropriate field from an accredited college or university.

Minimum of five years experience in a management position in higher education or public or private resource development.

Demonstrated commitment to the mission and goals of the College and an understanding of the structure and functions of complex educational environments.

Considerable knowledge of community resources and relationships:

Approved: \_\_\_\_\_  
Supervisor