

**DAWSON COMMUNITY COLLEGE**  
**POSITION DESCRIPTION**  
**SEPTEMBER 2020**

**TITLE:** Assistant to the President

**DIVISION:** Office of the President

**STATUS:** Full-time, 12 month, exempt position

**SUPERVISION RECEIVED:** President

**SUPERVISION EXERCISED:** Campus Beautification, Student Employees, Work Study Students

**SUMMARY OF WORK:** This position requires a highly skilled administrative professional who provides a wide range of support services to the President in the daily duties of administering the college. This position demands a professional demeanor at all times, confidentiality in all dealings and a positive representation of the College. This position is expected to advocate for the College in a positive manner in all dealings with high integrity, respectability, enthusiasm and confidentiality.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs assistant duties which require attention to detail, accuracy, and timeliness. Position must adhere to strict standards of confidentiality. Work environment is conducted primarily in an office setting during normal office hours, however some evening and/or occasional weekend hours may be required to take minutes at the Board of Trustees meetings or other meetings called by the President or Board Chair. Position may be required to work extra hours to complete tasks and meet deadlines or when other matters arise. This position must be able to be pleasant in stressful situations, communicate the college interests, and accurately record information with frequent interruptions. Position may be required to travel to attend conferences, conventions, or training relating to work.

**Personal Contacts:** Daily contact with the general public, students, faculty, staff, administration, community members, state and accreditation officials and board members through face-to-face meetings, e-mail, written correspondence, or by telephone.

**Essential Functions:** This position requires the ability to communicate orally and in writing; read written material; respond to correspondence; answer the telephone; take messages; answer questions and requests; type and file; take and transcribe minutes; maintain schedules and monthly calendars; purchase office supplies; prioritize work tasks; prepare pay vouchers; collect incoming monies from the mail and in person; send thank you notes to donors. Position must be physically able to walk and talk, sit and stand, bend to file papers, reach with arms and hands, have manual dexterity, and acute vision.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

### **For the President:**

- Creates, maintains, and posts the College's master schedule of events, prepares work orders for such events, posts to the website and appropriately notifies College personnel of events. Schedules meetings, boardroom use, classroom use, facilities, rooms for workshops and meetings, and keeps the workshop calendar current.
- Tracks departmental budgets as appropriate. Prepares paperwork and tracks payments for departmental purchases.
- Updates and prepares information for the website as well as composes, edits, and types correspondence and bulletins relating to the President's office.
- Answers questions and disseminates information in the absence of the President.
- Performs receptionist duties for the President.
- Types and distributes correspondence and bulletins. Drafts, initiates, and replies to routine correspondence.
- Screens visitors, telephone calls and possibly email correspondence in the President's office and acts as the college contact person for the Board of Trustees.
- Maintains the filing system in the President's office. Files and organizes all materials as well as maintains the President's Office.
- Maintains the President's calendar and schedules appointments for the President. Notifies the President of meetings and appointments.
- Schedules all meetings chaired by the President and prepares meeting agendas for said meetings.
- Takes, transcribes, and distributes minutes of all meetings as requested by the President and Board of Trustees', maintains minute files as required and uploads to the website.
- Researches, compiles, and organizes information for reports when needed.
- Previews and sorts the President's mail.
- Assists with duties assigned to the President due to his membership in state and national organizations.
- Supervises the setup for administrative public meetings.
- Makes travel arrangements and lodging for the President, MUS visitors and other visiting dignitaries as requested.
- Arranges conference calls, submits Board of Regents items, types speeches and legislative presentations.
- Gathers information and creates presentation materials.
- Handles all Legislature correspondence for the college. Is the official contact person for the College, Board of Trustees and the public for legislative reports when the President is at legislative sessions in Helena.
- Handles all NWCCU accreditation correspondence for the College. Maintains accreditation files, assists with drafting, compiling, editing and reviewing accreditation data and reports. Responsible for final compilation and submission of all reports.
- Prepares forms for submission to Office of Commissioner of Higher Education, NWCCU accreditation, legislative bodies and other regulatory agencies as required and corresponds with said agencies for clarifications and assistance.
- Prepares and produces commencement program.
- Maintains and updates organizational charts.
- Orders plaques for outgoing Board of Trustee members.
- Uses professional discretion at all times.
- Assures strict confidentiality of all materials.
- Serves as liaison between all employees and the President.
- Sets up and makes arrangements for functions for special dignitaries.
- Creates mailing lists and prepares brochures/flyers for President's communication/presentation.
- Maintains a list of emergency contacts.
- Orders and maintains gift items for special college guests, i.e., birthdays, year-end picnic, etc.
- Responsible for the College Welcome board and maintains all postings.

- Performs other duties as required.

#### **For the Board of Trustees:**

- Prepares, mails, or delivers all materials related to the Board of Trustee meetings. Included would be materials to the President, Board of Trustees, administration, union, and the press.
- Prepares and distributes agendas and minutes for meetings and maintain filing system as required.
- Maintains the Board's Policy Manual and updates website as necessary.
- Handles all correspondence and typing as needed.
- Posts all necessary meeting notices for regular, special Board meetings and committee meetings as required.
- Assists Board trustees with scheduling meetings and provides basic clerical support.
- Screens board correspondence and distributes as appropriate.

#### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a thorough knowledge of college policies and procedures; Board of Trustees policies; college and university funding procedures; Microsoft Office software, the Internet, and E-mail; telephone etiquette; and interpersonal skills.

**Skills:** This position requires skills in the use of a computer, software including Microsoft Office, printer, typewriter, fax machine, copier and transcription machine. Requires interpersonal and organizational skills as well as typing proficiency.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; operate computer and office equipment in a proficient manner, take dictation and shorthand; organize and prioritize information; retain and learn new information; handle irate people in a professional manner at all times; maintain confidentiality; handle pressure during peak production periods and meet deadlines; self-motivated and task oriented; and establish effective working relationships with coworkers, supervisor, students, Board members, and the general public.

#### **PERFORMANCE STANDARDS**

**DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:**

##### **CORE COMPETENCIES:**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Adheres to and maintains strict confidentiality with all fiscal, human and labor relation information.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

#### **COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

#### **INQUIRIES MAY BE DIRECTED TO:**

Human Resources Department  
 hr@dawson.edu  
 406-377-9430

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate. This institution is an equal opportunity provider.

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: [lweldon@dawson.edu](mailto:lweldon@dawson.edu) Mailing Address: 300 College Drive, Glendive, MT 59330.