



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY Executive Secretary-President December 2, 2009

- POSITION:** Muskegon Community College is seeking qualified candidates for the position Executive Secretary-President
- RESPONSIBILITIES:** Reports directly to the President of the college; provides responsible, independent and complex secretarial and administrative assistance; performs office functions requiring a significant degree of decision-making, confidentiality, and independence of action within established college policies and procedures; interacts with tact and diplomacy with members of the Board of Trustees, college staff, community and students. Supervise one part-time clerical person.
- QUALIFICATIONS:** Associate Degree in Secretarial Office Administration or related area. Three to five years of progressive experience as a secretary and/or administrative assistant is required. Proficient in the use of Windows PC and Microsoft Office Suite. Demonstrated ability to communicate effectively, both verbally and in writing; possess excellent organizational, telephone and customer service skills. Ability to work effectively with diverse populations. Ability to take minutes and keyboard 60-70 w.p.m.
- HOURS:** 7:30 a.m.- 4:00 p.m. or as assigned by President
- SALARY:** Professional Staff III
- EFFECTIVE DATE OF EMPLOYMENT:** As soon as position is filled.
- APPLICATION DEADLINE:** December 16, 2009

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form, resume and transcripts must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The college does not return application materials. Applications are available on our website at www.muskegoncc.edu/hr. To receive additional information, call, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu.

ESSENTIAL FUNCTIONS:

- 1. Receive and open all incoming mail and forward to the appropriate person, noting dates of required responses and/or meetings requiring attendance.**
- 2. Maintain appointment schedule and calendar for the President.**
- 3. Make necessary travel arrangements for the President and the Board of Trustees including transportation, lodging and registration.**
- 4. Make all necessary arrangements for scheduled meetings and conferences notifying conferees; arranging meeting places and making certain that reservations are available; coordinate media equipment and food service. Send notification of meeting, prepare meeting materials and perform other related responsibilities. Follow through with appropriate requisitions and invoices.**
- 5. Type all correspondence, speeches and reports for the Office of the President from written copy, dictation, or compose letters as directed.**
- 6. Receive telephone calls and interview callers, provide information or refer callers to proper staff members; answer inquiries requiring a knowledge of procedure and the President's Office viewpoint.**
- 7. Assist in the preparation of distribution of Board of Trustee agendas and minutes.**
- 8. Take minutes of Board meetings.**
- 9. Record minutes at President's Staff meetings.**
- 10. Develop and maintain all files of the Office of the President.**
- 11. Coordinate/oversee Board of Trustees Election/re-election process.**
- 12. Coordinate and oversee the mailing of agendas and minutes for the Foundation for MCC. Occasionally take minutes at meetings.**
- 13. Perform other duties as assigned.**

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.