

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the President

GRADE

M/C

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ORGANIZATIONAL UNIT

President's Office

REPORT TO

President

APPROVED BY

Board of Trustees

January 17, 2024

SUMMARY:

The Assistant to the President shall provide confidential executive and administrative support to the President and the Board of Trustees of the College. In this capacity, the Assistant to the President will assume all the executive administrative support responsibilities, maintain institutional records and files, assist with the preparation and presentation of reports and budgets, and supervise any student staff that may be employed in the President's Office. The Assistant to the President will additionally be assigned special projects in support of the President and Board of Trustees and will work independently, at times with little direction, acting with the utmost discretion and professionalism. The Assistant to the President will serve as liaison for the President, the Board of Trustees, the President's Executive team and the College community. The Assistant to the President serves as the Clerk to the Board of Trustees and as a member of the President's Cabinet.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the President in all executive and administrative functions of the office and provides a broad variety of confidential and administrative tasks for the President including but not limited to preparing executive-level communications including drafting remarks, correspondence, reports, and presentations and maintaining the President's calendar.
2. Serves as the initial point of contact for the Offices of the President and the Board of Trustees for the public, the internal and external college community, handling phone calls/inquiries, citizen and student concerns, inquiries or issues, and other matters coming to the office via telephone, electronic, or personal visit.
3. Assists with the development of presentations, letters, remarks, and other communications on behalf of the President and Board of Trustees as needed.
4. Acts as the Records Access Officer, overseeing the disbursement and timely response to record requests, legal filings, and FOIL requests.
5. Provides executive-level oversight for signature campus-wide major events, including Commencement, December Graduation, and Opening Days. Organizes special events sponsored by the President and/or Board of Trustees.
6. Develop and prepare, in consultation with the President, the agendas, resolutions, and other documents of the Board of Trustees. Maintains organization and currency of Board-approved resolutions, policies, and other documentation according to Records Retention Requirements and best administrative practices.
7. Records the minutes of the regular, committee and special meetings of the Board, prepares the minutes for signature of the Chairman and Clerk of the Board, and distributes appropriately according to requirements.
8. Maintains currency and ensures compliance with applicable rules and regulations set in Board Bylaws, including advance distribution of materials and notices of meetings to the college community and media.
9. Prepares for the President's review and action any correspondence or related documents, including follow-up to action taken at Board meetings, such as appointment letters, resolutions to be forwarded to the County Legislature, etc.
10. Researches and presents information/summaries/data/history to the President on special projects, initiatives, issues, concerns, etc., as needed, including those of a sensitive or confidential nature. Serves on appropriate College committees as assigned.
13. Maintains the official Policy Manual of the Board of Trustees and coordinates the annual review, update and communication of the College's Centralized Policy Manual and supports the work of the Chief Policy & Compliance Officer.

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14. Interfaces and coordinates with community leaders, elected officials and staff, including the Tompkins and Cortland County Legislatures, on behalf of the President and Board of Trustees.
15. Directs the student staff of the President's Office. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
16. Assures the efficient use of material resources by assessment of the President's Office and the Board of Trustees' needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
17. Maintains currency and skills in professional executive administration, in addition to requirements of Open Meetings Law, Public Records Access, Freedom of Information Law (FOIL), etc.
18. Performs other job-related tasks as assigned.

SUPERVISION:

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct Faculty
_____ Students

Indicate number in each category:

_____ # of Classified Staff
_____ # of Administrative
_____ # of Faculty
_____ # of Adjunct Faculty
_____ # of Students

MINIMUM QUALIFICATIONS:

Bachelor's Degree or equivalent plus four years of increasingly responsible professional and administrative experience or an Associate's degree with six years of equivalent experience. Demonstrated experience and proficiency with all forms of oral and written professional communication. Demonstrated experience working with a wide variety of audiences. Must possess skill level and self-motivation to proactively anticipate needs and plan accordingly for successful outcomes. Demonstrated ability to manage situations and information with appropriate tact, confidentiality, and professionalism.