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| <b>JOB TITLE:</b><br>Executive Assistant/Office<br>Manager | <b>FLSA STATUS:</b><br>Exempt, Salary, Full-Time |
| <b>LOCATION:</b><br>Columbus, Ohio                         |                                                  |

The Ohio Association of Community Colleges (OACC) is seeking a highly motivated and experienced professional to join the organization as Executive Assistant/Office Manager. The OACC is a statewide association representing the trustees and presidents of Ohio's twenty-three community colleges. The Executive Assistant/Office Manager reports to the President and is responsible for the efficient management of the daily operations of the office while also supporting projects, initiatives, and major events of the OACC.

**Responsibilities:**

**1) ADMINISTRATIVE SUPPORT**

Provides administrative support to the Governing Board, President, Vice President, and Student Success Center Director, which includes scheduling meetings and making travel arrangements, assisting with formal and informal communications, developing and updating reports, printing and publication preparation as necessary.

**2) RECEPTION/LIAISON DUTIES**

Represents the OACC, the President and Governing Board in a professional manner as the initial point of office contact. This includes presidents of community colleges, college board of trustees, legislators, and other related groups and guests, including the maintenance and updating of contact data bases.

**3) MEETING & EVENT COORDINATION**

Assists in the planning and execution of all OACC initiatives and activities at the OACC or outside locations, including the; securing/setting up meeting location, catering, logistics for speakers, travel reservations, registration of participants, material preparation, meeting communications and other related duties. Maintains event schedule on OACC website along with related event documentation (agendas, registration, forms, etc.).

**4) BUSINESS OPERATIONS**

Handles invoicing, payments and maintains information & paperwork in conjunction with OACC's fiscal agent to ensure all monies are accounted for accurately. Provides additional audit documentation to fiscal agent and State Auditor and maintains records on site to ensure audits are complete and without error. Assists fiscal agent and auditor as necessary during audit procedure. Works with accounting firms to complete Association 990 and provides documentation to ensure all requirements of tax filing is complete and accurate. Assists with development of the annual budget presented to the Governing Board and maintained by the OACC. Purchases office and meeting supplies for the OACC and is responsible for soliciting proposals for office equipment/services prior to the expiration of the current contracts.

**5) HUMAN RESOURCES**

Provides on-site personnel assistance to OACC employees in conjunction with OACC fiscal agent. Coordinates all aspects of hiring a new employee, including job postings, compiling and reviews incoming resumes, scheduling applicant interviews, and working with OACC fiscal agent to ensure all paperwork is accurate and complete. Handles new employee onboarding process and needs (keys, parking card, IT, office setup, etc.). Maintains timesheets, absence reports and personnel records and serves as the liaison to the fiscal agent for such records.

**6) ADVOCACY SUPPORT**

Works with OACC leadership on research and development of policy issues, analysis and monitoring of proposed legislation, assists with the development and execution of communications strategies, and manages all JLEC filings, including lobbying activity and expenditure reports.

**7) OFFICE IT SUPPORT**

Works directly with OACC's IT agent on trouble shooting, electronic file maintenance, and other issues. Maintain and update content and event schedules on the OACC website.

### **Required Education and Experience:**

A minimum of five years' work experience in positions of increasing responsibility for overseeing the efficient and effective operations of an office that included: 1) serving as an initial point of contact and resource for constituents, customers and employees; 2) managing recordkeeping systems; 3) monitoring and securing support for phones, networks, and computer hardware and software, and 4) performing research, preparing reports, and otherwise assisting with special projects. Prefer prior experience in a non-profit organization, professional association, government entity, or higher education.

### **Desired Knowledge, Skills and Abilities:**

- Knowledge of overall office operations and the general flow of work activities including scheduling meetings/events, filing systems, telephone and customer service etiquette, purchasing procedures, cash management and billing, proper use of English language and grammar, and document and report formatting.
- Competence in use of MS Office (Word, Excel, PowerPoint), scanning software, excellent written and verbal communication skills, ability to update OACC website, able to organize and process information and manage multiple tasks and projects, and excellent proofreading skills.
- Ability to work independently in a small office environment, maintains confidentiality with respect to OACC business, provide excellent customer service, and develop and maintain positive interpersonal relationships.
- Understanding and commitment to the mission of community colleges'
- Self-motivated and able to work independently; has strong leadership and organizational skills.
- Able to develop and maintain positive relationships with multiple constituents.

### **Conditions of Employment:**

This is a full-time exempt position in a traditional office environment. Physical ability to operate normal office equipment including copier, fax, telephone; extensive use of computer/repetitive motion activities; ability to communicate verbally; ability to see with or without accommodation; extended periods of sitting/standing in order to perform essential functions of the position. Work hours may require meetings at member colleges, implementing special events, etc. Must be available to work designated office hours as well as occasional evenings and/or weekends to assist in the successful planning and execution of OACC events. This requires an ability to drive to offsite locations and transport materials (up to 25 lbs.) to and from vehicle. Valid in-state driver's license required. Periodic in-state travel may include an overnight stay.

**Compensation and Benefits:** Minimum salary of \$45,000 annually with placement above the minimum considered based on experience. Excellent benefits including health insurance, vacation, paid holidays, SERS public retirement, flexible spending account and more.

**Application Process:** Submit a cover letter, resume, and at least three professional references to [info@ohioacc.org](mailto:info@ohioacc.org) with "Executive Assistant Office Manager" in the subject line. Incomplete applications will not be considered. **Application review will begin September 20th and continue until position is filled.**

*The Ohio Association of Community College is an equal access and equal opportunity employer. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, people with disabilities and people over 40. Under-represented groups are encouraged to apply. If your disability requires special accommodations to participate in the application/interview process, contact the OACC at 614-221-6222.*