

MURRAY STATE COLLEGE  
Tishomingo, Oklahoma 73460

Job Description

**EXECUTIVE ASSISTANT TO PRESIDENT**

**General Description/Primary Purpose:**

This position provides support to the President of Murray State College. General duties include managing daily operations, coordinating appointments and activities, monitoring adherence to governing board policies and college procedures, and providing overall administrative support to the president.

**Classification:** Full-Time, Exempt

**Salary:** Salary commensurate with qualifications, education, and experience. Full fringe benefits are included as part of the salary package.

**Appointment:** 12-month appointment

**Description of Duties and Tasks:**

President's Office Duties:

**Essential Job Functions:**

1. Report directly to the President.
2. Assist the President by reviewing official and public service correspondence, providing back-up documentation on behalf of the President for review and/or signature.
3. Review/edit incoming reports and requests for information for correspondence to Oklahoma State Regents for Higher Education (OSRHE), other persons, groups and entities.
4. Plan, manage and execute office activities/special events/projects, and complete as assigned.
5. Maintain the President's schedule and provide assistance with planning, coordinating, and hosting various events.
6. Assist the President in resolving daily issues called to the attention of the President's Office.
7. Assist the President in tracking compliance with all relevant entities.
8. Continuously communicate with the President on matters pertaining to College business, and provide briefings as necessary while being alert to any situation that would require immediate attention.
9. Maintain memberships, federal firearms license, donations/sponsorships, etc.
10. Prepare agendas; record and type minutes; and maintain action list(s) for President's meetings as needed or requested.
11. Perform general office duties, e.g., maintain office files, answer telephones, greet and assist office visitors, maintain office inventory, process orders and invoices, and maintain budgets as assigned.

12. Complete other duties as assigned by the President.

MSC Board of Regents Duties:

**Essential Job Functions:**

1. Provide administrative support to the MSC Board concerning preparation for meetings, e.g., create, post and distribute agendas, record and transcribe minutes, and complete follow-up activities after each meeting, etc.
2. Coordinate and schedule MSC Board committee meetings and dinners.
3. Track and complete requests for information and/or actions of the Board.
4. Make travel arrangements and register MSC Board members for national and state meetings, and provide travel packets.
5. Review/edit incoming reports for correspondence to the MSC Board and prepare correspondence for signature.
6. Track completion of the OSRHE Regents Education Program requirements for MSC Board members and assist with completion of said requirements.
7. Maintain official files, including records of appointments, Senate confirmations, correspondence, etc.

**Required Knowledge, Skills, and Abilities:**

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

1. Develop and maintain the ability to operate office equipment, e.g., computer, laser printer, adding machine, copy machine, fax machine, telephone, etc.
2. Ability to organize, manage, and coordinate all aspects of any office situation and maintain the ability to set priorities, organize, plan, and perform assignments, daily projects and meet deadlines and commitments without immediate supervision.
3. Maintain the ability to schedule time and to work efficiently under pressure of deadlines.
4. Maintain excellent proofreading skills for grammar, spelling, punctuation, and format and have the ability to communicate orally and in writing with internal and external constituencies.
5. Must possess good "people skills".
6. Must maintain confidentiality of the college and general office business.
7. Must possess a valid Oklahoma driver's license.
8. Develop and maintain excellent working knowledge of the Microsoft Word Suite as well as any state-of-the-art technology.
9. Demonstrate ability to read and speak the English language sufficiently in order to interpret office correspondence and respond to visitors efficiently and effectively.
10. Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
11. Develop and maintain an attitude of service toward students, coworkers, and others in a tactful, courteous, and professional manner.
12. Maintain a pleasant atmosphere in the office, and foster positive public relations with both on-and-off-campus constituencies.
13. Participate in community service activities and programs.
14. Attend professional development activities as necessary and/or required.

15. Before or upon employment the successful candidate must complete mandatory NIMS training IS-700.a and IS-100.HE . Please long on to the FEMA website at: <http://www.gema.gov/training-0#item1> to complete your training online. Once completed, you need to provide a copy of your certificate to the Office of Human Resources.
16. Demonstrate the ability to make constructive decisions related to essential functions.
17. Exhibit a positive attitude/disposition when working with people and be service-oriented and student success friendly.
18. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

**Other Ergonomic requirements (if any):**

Performance of job function requires the ability to speak and hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Visual skills needed include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The individual must be able to work at a personal computer for extended periods of time as well as sitting for extended period of time during board meetings. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, and to otherwise demonstrate or explain how they can perform the essential functions of the job.

**Image:**

Murray State College employees are expected to maintain a neat, well groomed, and professional image at all times.

**Professionalism:**

Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

**Background Check:**

The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

**Hours:**

Working hours other than 8:00 a.m. to 5:00 p.m. may be necessary.

**Qualifications Standards:**

1. Education: Bachelor's degree or other combination of education and experience. Master's preferred.
2. Experience: Direct oversight and management office setting. Prior experience in higher education is preferred.
3. Maintain Confidentiality: The successful candidate shall not disclose any confidential information of any kind concerning matters affecting or relating to business operations at Murray State College.

**Application Process:** Applicants must submit the following:

1. Letter of application
2. Résumé, including three references
3. MSC employment application
4. Unofficial education transcript(s) and copies of license(s) and certification(s). (Note: Official transcript(s) required upon employment.)

**Send to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD104  
Tishomingo, Oklahoma 73460  
Telephone Number: 580-387-7211  
[humanresources@mscok.edu](mailto:humanresources@mscok.edu)

**Application Deadline:** Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1962, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

04/28/2023