



Executive Administrative Assistant

Summary

The Executive Administrative Assistant has high profile responsibilities but requires low profile visibility. The position is responsible for the successful execution of many College functions. This position requires exceptional critical thinking skills to proactively anticipate and respond to College and Executive Team needs in a professional, polite, and upbeat manner.

Dixie Tech is a public technical college located in a new state-of-the-art campus in St. George, Utah. The College has 26 Council on Occupational Education accredited programs that offer certifications in high-demand, high-pay professions.

Primary responsibilities

- Provide administrative support to the College President and the other members of the Executive Team
- Ensure that meetings with stakeholders, community leaders, and State leaders are scheduled and flawlessly executed
- Manage the President's calendar, including making appointments and prioritizing the most sensitive matters
- Remind Executive Team members of agenda items, meetings and deadlines where needed
- Prepare reports, presentations, emails, memorandums and correspondence accurately and swiftly
- Compose, compile, proofread and revise drafts of documents and reports. Relay directives, instructions and assignment to staff and provide follow-up
- Keep confidential communications, documents and information secure
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Handle requests for information and data
- Schedule appointments, meetings, and trainings
- Monitor relevant community events and happenings, notify the Executive Team, and plan for their attendance
- Prepare agendas and take minutes at meetings
- Support College committees and teams
- Schedule buildings if required and coordinate with other departments
- Greet and receive visitors
- Handle a host of other things as they occur
- Comply with Dixie Tech Policies and Procedures
- Other duties as assigned

Requirements

- Associate degree required
- Bachelor or Master's degree preferred, exceptional experience may be considered.
- Proven experienced problem solver
- Friendly, confident and cheerful with stellar customer service
- Outstanding computer skills including but not limited to Google-docs, Google sheets, Google Calendar, and MS Office Suite
- Excellent organizational and time-management skills
- Methodical and critical thinker with superior attention to detail
- Integrity and confidentiality
- Great energy and enthusiasm for the College mission

Prolonged periods sitting at a desk and working on a computer may be required. Must be able to regularly speak clearly so listeners can understand and regularly understand the speech of another person, and lift up to 15 pounds at times.

This is a full-time salaried position paying between \$48,000 and \$60,000 per year, depending upon credentials and experience, that includes generous benefits:

- Medical and dental coverage
- Employer contributions to Health Savings Account
- Employer contributions to 403(b) account
- Salaried employees do not pay Social Security taxes
- Employer provided life insurance, AD&D, LTD, etc.
- Paid vacation, sick leave, college breaks.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

Employees and potential employees are subject to a criminal background check and drug testing. This position is exempt under the Fair Standards Labor Act.

While we thank all applicants for applying, only those being actively considered for employment will be contacted during the selection process.

The position is open until filled. Email a resume and three references to hiring@dixietech.edu.