



Assistant to the President and Secretary to the Board of Trustees
\$55,000-\$58,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Assistant to the President and Secretary to the Board of Trustees is a full-time, 12-month Management Confidential position. This position requires an individual who can work independently and have decision-making responsibilities and exercise good judgement and initiative and perform a variety of complex, responsible and confidential administrative and secretarial duties requiring a thorough knowledge of organizational management, procedures, and practices. This position is responsible for the management and administration of the Office of the President, collecting information for administrative studies, and for determining recommendations for handling a wide variety of administrative issues and problems.

Responsibilities:

1. Personally, handles administrative details of the Office of the President in order to free the President for planning, policymaking, programming and coordinating.
2. Prepares and monitors the office budget for both President and Board of Trustees. Collects and compiles data as required as well as provides input for appropriate expenses and projected needs. Prepares purchasing requisitions for both areas.
3. Schedules and plans all meetings and conferences as required by the President including agenda, preparation of materials and special arrangements.
4. Schedules and prepares agenda and all materials, including resolutions, for Board of Trustees' monthly meetings, committee meetings and special meetings.
5. Coordinates end-of-year commencement ceremonies and other special events sponsored by the Office of the President.
6. Makes all travel and conference arrangements for the President and members of the Board of Trustees.
7. Attends Board of Trustee meetings; extracts, compiles, transcribes and distributes minutes.
8. Develops systems to organize and maintain all BOT official records.

9. Serves as liaison between the Office of the President and Board of Trustees with the college community and maintains contact with public and private agencies assisting in solving mutual problems.
10. Organizes meetings via phone or face-to-face with County Administrators, Legislators, College Presidents, and Board members within the SUNY System.
11. Communicates with New York State Trustee office and Office of the Chancellor.
12. Assists college administrators in carrying out specialized services of the department.
13. Manages the President and Board of Trustees website.
14. Performs other duties as required by the President or Chair of the Board of Trustees
15. Some evening and weekend hours are required.

Minimum Qualifications:

An Associate's Degree from a regionally accredited college, or equivalent, and five (5) years of experience in an executive or administrative position required. A Bachelor's Degree from a regionally accredited college in Business Administration or related field is preferred. Administrative or secretarial experience in an institution of higher education is an asset.

Knowledge, Skills and Abilities:

Ability to make decisions in accordance with college rules, regulations and policies; Ability to use discretion and maintain confidentiality; Proficiency with computer hardware and software and ability to learn and adapt as new technology emerges; Ability to handle multiple tasks, set priorities, and have excellent organizational skills; Proficiency with business correspondence, spelling, grammar, dictation, note transcription and arithmetic; Thorough knowledge of office procedures and use of office equipment; Demonstrated ability to collaborate and succeed in a team environment.

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.