



CCC ANNOUNCEMENT

POSTED: March 23, 2021

Applicants Being Sought For...

Secretary to the Board of Trustees

The Secretary to the Board of Trustees reports directly to the Chair of the Board. The individual in this role provides administrative support to the College's Board of Trustees. This is a part-time position.

Responsibilities:

- Schedules and prepares agenda and all materials, including resolutions, for Board of Trustees' monthly meetings, committee meetings, and special meetings
- Attends Board of Trustee meetings; extracts, compiles, transcribes, and distributes minutes
- Develops systems to organize and maintain all BOT official records
- Manages travel arrangements and conference attendance for BOT
- Oversees the BOT budget; provides input for appropriate expenses and projected needs
- Manages the planning process for BOT retreats
- Serves as liaison between the Board of Trustees and the college community
- Processes new board members and administers the oath of office and the official filing with the appropriate county agency.
- Manages correspondence on behalf of the trustees; including posting of Board minutes
- Develops and maintains the BOT website and web-based communication for both internal and external use
- Organizes meetings via phone and/or face-to-face with County Administrators and Legislators as well as College Presidents and Board members within the SUNY System
- Communicates with the New York State Trustee office for recognitions, awards, NYSUT information, etc.
- Serves as the contact person for pertinent documents and provides historical precedents
- Updates job knowledge by participating in educational opportunities: e.g. Association of Governing Boards
- Other duties as assigned.
- Some evenings and weekend hours required.

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.

To apply:

Although the search will remain open until the position is filled, for full consideration, candidates should submit materials by April 2, 2021 including a letter of application, resume, unofficial transcripts, references, and a CCC application.

Email 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

