



Position Title: Executive Administrative Assistant to the President

Reports to: TFC College President

Appointment: Full-time

POSITION SUMMARY:

To assist the President of Toccoa Falls College with the efficient, daily operation of the President's office.

TASKS:

- Care for day-to-day desk duties, telephone, written/email communications, appointment schedules, and other tasks as requested.
- Communicate with members of the campus community, the TFC Board of Trustees, the C&MA and other constituents.
- Assist with meeting arrangements for the President and various committees.
- Take minutes at Cabinet meetings/other meetings as requested.
- Organize arrangements for professional conferences/travel for the President.
- Keep the President's Outlook calendar current.
- Set up semester calendar for recurring monthly meetings.
- Process bills/expense reports and check requests for the President's office.
- Care for reservations of President's Dining Room and Conference Room.
- Care for President's Forrest Hall Guest Room and Carlisle Guesthouse reservations and maintenance—this includes the hiring of a custodial student assistant during semesters.
- Submit updates to web directories on the TFC website to the Marketing Dept.
- Update computer files, office filing systems and address listings for various groups, including TFC board—keep track of board history, minutes, and statistics.
- Assist with setting up Board of Trustee committee meetings and collect minutes from the board secretary/chairs. Secure their electronic signatures.
- Update the Board of Trustees Policy Notebook as needed.
- Serve as Notary Public for the TFC campus community.
- Work with Chartwells/Gate Cottage regarding food events. Send each an overview of events at the start of each semester. Complete online catering submissions.
- Purchase needed office supplies.
- Care for logistics of spring commencement weekend:
- Assist with faculty awards details pertaining to the President's Office (Wade/Vulcan)
- Organize all details for the faculty/staff welcome dinner in August and Christmas dinner in December.

Faculty/Staff Housing :

- Care for faculty/staff homes on Missionary Hill and handle all logistics for new renters, including arranging maintenance, cleaning, and deposits.
- Keep rental files current and send updates to pertinent campus offices.
- Send housing lists to pertinent offices each January and August.
- Prepare new leases in July for faculty/staff renters living in campus housing.

SKILLS & ATTRIBUTES:

- Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission, and values of Toccoa Falls College
- Excellent written and verbal communication skills, interpersonal skills, problem-solving capability, and decision-making ability
- Must be efficient, highly organized, and able to handle multiple tasks; have a strong work ethic, a servant attitude, excellent people skills, and a very good command of the English language.
- Proficient in PC use: Word, Excel, and Outlook.

EXPERIENCE & EDUCATION:

Bachelor's degree preferred; Professional experience as executive administrative assistant for a minimum of three years.

PHYSICAL REQUIREMENTS:

Must be able to climb steps and lift files and boxes weighing up to 25 pounds.

APPLICATION PROCESS:

The TFC application as well as the list of other required application materials can be found at <http://www.tfc.edu/employment/>. Review of applications will begin immediately, and the position will remain open until filled. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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