



Position Title: Executive Administrative Assistant to the President

Reports to: TFC College President

Appointment: 12 Month, Full-time, Non-exempt Salary

POSITION SUMMARY:

To assist the President of Toccoa Falls College with the efficient, daily operation of the President's office as well as duties related to Alumni Relations.

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.
- 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.

Assist Alumni Relations Director with the following tasks as needed:

- Process all gift receipts and ensure that each gift is processed, recorded, and receipted properly.
- Generate donor receipts/letters for Advancement.
- Handle mailing of donor letters.
- Prepare daily and monthly giving reports.
- Assist with Homecoming weekend activities.
- Organize the annual employee appreciation luncheon.
- Perform other duties as assigned.

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:

Applicants should submit a cover letter, resume, testimony of faith, and a completed application (found at <https://tfc.edu/employment/>) to Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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