



Career Services

Position Posting

Posting Date 09.11.2017
Removal Date 10.011.2017

Posting Number: 17-263

Job Title: Executive Vice President

Company Description: Cincinnati State, Cincinnati OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Cincinnati State, Cincinnati OH

Contact Person: <https://cincinnati.state.applicantpro.com/jobsearch>

See Below

Essential Duties:

- Act as a point of contact between WDC executives and internal/external clients and communicate on behalf of the Vice President of Workforce Development and the WDC Director as appropriate.
- Manage schedules, meeting coordination, expense reconciliation, professional and internal correspondence, and other essential support duties for the Vice President and for the Director.
- Proactively manage multiple projects and priorities and reconcile conflicting needs with excellent follow through.
- Research, prioritize and follow up on incoming issues and concerns addressed to the Vice President of Workforce Development and WDC Director including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the Vice President's office and internal departments, demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Work closely and effectively with the Vice President of Workforce Development and WDC Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for changes that may be taking place in the environment and providing insight to the Vice President and WDC Director as appropriate.
- Produce and promote marketing messages through social media channels.
- Coordinate meetings, including scheduling, minutes, logistics, and other considerations.
- Oversee special projects as assigned.
- Manage contracts and agreements for instructors, adjuncts, and other partnerships.
- Work with Human Resources to manage and process payroll information for adjunct instructors.
- Maintain efficient documentation filing system.
- Prepare presentations, reports, spreadsheets, charts, meeting minutes, and other business information, with accuracy and efficiency

Minimum Qualifications:

- Associate degree required.
- Minimum of two years of experience as an Administrative/Executive Assistant.
- Demonstrated competency in Microsoft Office: Advanced proficiency in Outlook, Excel, Word, and PowerPoint; functional proficiency in Access. Proficiency may be demonstrated by holding a Microsoft Office Specialist certification (earned within the last 5 years), or by completing a technical assessment through the Kinexa Prove It! System with a competency score of no less than 75.
- Valid Driver's license, ability to commute between college campuses/locations.

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.