



**BALTIMORE CITY  
COMMUNITY COLLEGE**  
CHANGING LIVES...BUILDING COMMUNITIES

### About Baltimore City Community College

Founded in 1947, Baltimore City Community College (BCCC) is a comprehensive, urban institution accredited by the Middle States Commission on Higher Education. The College's campus is located in West Baltimore; the institution also has several satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities to the citizens of Baltimore City and throughout the state of Maryland. BCCC serves nearly 14,000\* students annually, providing credits that transfer to four-year colleges and universities as well as workforce training leading directly to job placement. The College is proud of the fact that nearly 90\*\* nations are represented within the student body.

\* Based on annual unduplicated credit and non-credit headcount for FY 2018.

\*\*Based on fall 2018 credit enrollment.

**Requisition Number:** 2019-051

**Posting Start Date:** 10/31/2019

**City:** Baltimore

**State:** MD

**Minimum Education:** Bachelors

**Additional Documentation:** N/A

**Compensation:** commensurate with experience

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## Executive Administrative Assistant

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## Description/Job Summary

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Under the direction of the President, this position provides high level confidential administrative support. This position assures that the office operates efficiently and effectively with the highest level of confidentiality, integrity and customer service.

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## Responsibilities/Duties

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- Assists with the management of the office's administrative affairs, and with the work assignments of the Administrative Assistant;
- Maintains and manages executive calendar;
- Attends meetings and provides as requested follows-up with appropriate internal and/or external

stakeholders;

- Reviews and tracks internal and external mail with direction;
- Acts as a communication liaison between internal and external stakeholders;
- Researches, collects and organizes data as required for speaking engagements, presentations and meetings;
- Assists with the review of documents in preparation for the signature;
- Monitors office expenditures and budget;
- Assists with drafting presentations, itineraries, agendas and various confidential correspondence;
- As requested, arranges, coordinates and schedules a variety of meetings, appointments and special events ;
- Coordinates, processes and manages travel arrangements;
- Provides input to the College's Administrative Coordinators Project Team
- Under direction, assists with initiatives to ensure the continuous improvement of administrative operations and support services;
- Assists with the work assignments for Administrative Assistants in office;
- Maintains records and files including those of confidential and restricted nature;
- Performs special projects and other duties as assigned.

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## Required Qualifications

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- Bachelor's Degree in Business or a related field.
- 5-10 years of providing executive level administrative assistance
- Experience handling highly confidential and sensitive information
- Excellent written and verbal communication abilities
- Proficient with Microsoft Office Suite
- Demonstrated cultural competency, sensitivity and understanding of diverse academic, socioeconomic, cultural disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

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BCCC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, alienage or citizenship status, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, disability, protected veteran status, genetic information, or any other basis protected by law.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Applicants needing accommodation for any part of the application and/or hiring process should request the accommodation from The Office of Human Resources office by contacting us at [HRComplianceCoordina@bcc.edu](mailto:HRComplianceCoordina@bcc.edu).

For more information, view the [EEO is the Law Poster](#) and [Pay Transparency Statement](#).

