

## **Executive Assistant/Office Manager**

Colorado Department of Higher Education

**POSTING DATE:** September 12, 2022

**CLOSING DATE:** September 26, 2022

**COMPENSATION:** \$65,000- 75,000/Annually

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

### **DESCRIPTION OF JOB:**

The Executive Assistant serves the Department of Higher Education as 1) the assistant to the Executive Director 2) Office and Operations Manager and 3) Executive Assistant to the Colorado Commission on Higher Education. CDHE provides administrative and logistical support to the Commission.

Works with the Deputy Executive Director to prioritize duties as appropriate. Manages responsibilities with minimal oversight. Provides oversight and guidance to receptionist and work-study staff on a daily basis. Works collaboratively with all employees of the department and all commissioners of the CCHS.

### **Essential Duties & Responsibilities**

- Assures the smooth operation of the Executive Director's office:
  - Manages Executive Directors' calendar: vetting all inquiries, invitations, requests
  - Schedules meetings, understanding priorities, recurring meetings, resolving conflicts
  - Schedules conference/Zoom calls, understanding priorities, recurring calls, resolving conflicts
  - Arranges travel, documenting all details, maintaining confirmations, handling cancellations.
  - Takes telephone messages, relaying information and responding to inquiries in a timely manner.
- Provides clerical assistance/finalize correspondence from the Executive Director and Chief of Staff
- Handles confidential assignments as requested
- Assists with internal and external event planning as requested by Senior Staff
- Serves as Front Desk Supervisor:
  - Supervises front desk personnel
  - Develops and maintains Front Desk staffing schedule.
  - Runs interference regarding general higher education inquiries, questions and concerns
  - Manages conference room and conference call line schedules.
  - Assists senior staff members with calendar scheduling.
- Supervises work study students and interns
  - Hires, trains, and supervises rotating schedule of Work Study students
- Assists Receptionist with distribution of supplies as ordered.

- Assists staff with all office maintenance needs.(i.e. rooms too hot/cold, repairs needed)
- Serves as first point of contact with building management. Acts as liaison between the department and building management by submitting work requests directly or via phone or email. Ensures satisfactory completion of work requests.
- Manages printers/copiers by submitting paper orders to IDS and toner orders to appropriate vendor. Also makes service call requests as needed for all machines.
- Works with the Department's Morale and Employee Engagement Team (MEET) to facilitate special events and projects on an as-needed basis.
- Plans and manages department-wide events including venue reservations, catering orders, speaker/presenter requests, invitations, RSVP management, program timing, invoice review and payment of expenses through proper channels.
- Plans and manages all CCHE meetings and events including monthly meetings, special meetings, annual retreat, catering orders, speaker/presenter requests, staff presentation needs, recording and transcription of proceedings, agenda timing, invoice review, per diem requests, parking voucher requests, compiling meeting minutes, posting of public notices, and payment of expenses as appropriate.
- Assists with management of CCHE communications, protocols, meetings & events.

#### **REQUIRED QUALIFICATIONS:**

##### **Competencies:**

- Strong customer relations skills; must be able to deal with people of all levels, requiring all levels of service,
- Exceptional ability to manage sensitive issues and confidential information.
- Exceptional attention to detail and strong organizational skills
- Strong data entry and typing/keyboarding skills.
- Proficient in MS Office Suite and Zoom platform.
- Solid written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public.
- Technologically literate or receptive to learning new technologies
- Eagerness to learn and an interest in taking on additional tasks as needed.

##### **Experience**

- 5 or more years of experience as an Executive Assistant or in related position(s)

#### **APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or: Colorado Department of Higher Education  
 Attention: Human Resources  
 1600 Broadway, Suite 2200  
 Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses

**Application Deadline:** The position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.