Gogebic Community College seeks candidates for a full-time Executive Administrative Assistant to the President at our Ironwood, Michigan campus. The salary is $41,651. The Executive Assistant, in all respects, works effectively with and reports to the President. The position provides decidedly responsive, responsible, and complex administrative support; performs functions requiring a significant degree of decision-making, confidentiality, and independence of action within established college policies and procedures. The successful candidate will have the skills and motivation necessary to perform responsive, and productive work to support the needs of the Office of the President. It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate.

**Essential Duties and Responsibilities:**

- Provides responsible administrative support to the Board of Trustees and coordinates board meeting activities in accordance with relevant legal statute.
- Communicates effectively with the Board of Trustees, the Foundation Board of Directors, college employees, community members, and students; Represents the Office of the President professionally within the College community as well as with external organizations.
- Provides responsible administrative support for the Foundation/Advancement Office and coordinates Foundation activities in collaboration with the Director, including Foundation board and committee meetings.
- Supports the Foundation/Advancement Office and the President in activities such as fundraising initiatives, special events and student scholarship procedural support.
- Prepares, organizes and edits: written documents, data/information retrieval, research projects and presentations; collaborates with others to facilitate public relations endeavors.
- Arranges conferences, networking, professional development activities, and travel arrangements for the President and the Board of Trustees.
- Manages complex schedules for the President; attends to meeting tasks; monitors budget expenditures.
  Collaborates with other offices such as human resources and vice president offices to perform tasks as needed to support the operations of the College.
- Participates as a member of the Social Committee; supports facilities management functions, events scheduling as needed and hosts events as needed via the Office of the President.
- Support campus community by providing food and beverages at employee functions as appropriate, i.e. staff meetings, annual holiday party, retirement party, commencement,
and other campus-wide activities. Enlists the support of others based upon the size and scope of the function as needed.

- Performs other duties as may be assigned.

**Knowledge, Skills, and Abilities:**

- Demonstrated proficiency in Microsoft Office Suite.
- Excellent organizational, interpersonal and customer service skills.
- Proven aptitude to display tact and diplomacy.
- Possesses the ability to utilize effective time management skills and work effectively in a team environment or independently as needed.
- Analytical ability to discover solutions to various administrative opportunities and challenges.
- Advanced ability to handle sensitive and confidential situations.

**Minimum Qualifications:**

- Associate’s degree with two years of applicable office experience.

**Preferred Qualifications:**

- Bachelor’s degree with two years of applicable office experience.
- Demonstrated successful experience in an educational setting.

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**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions. The noise level in the work environment is usually moderate.
Don’t just work here... Live here.

About Our College:

Gogebic Community College is more than a place to work. It’s a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan’s Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome focused philosophy.

Gogebic Community College’s “Go BOLD” motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

About Our Region:

A few miles north of ordinary lies the Upper Peninsula’s Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan’s last unspoiled gems.

A Bold Place to Work…

Gogebic is more than a community college… It’s a college community—known for supportive leadership and dynamic, down-to-earth employees.

A community institution at the heart of our region’s workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a “serving the top 100%” approach, Gogebic Community College is a place to make a stand for your career…and make a difference in the lives of students.

A Bold Place to Ski…

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC’s nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to Be…

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix
of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

**Gogebic’s Mission**
Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

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**Application Process**
Applications will be accepted until **December 1, 2022**.

**Interested individuals should submit a portfolio containing all the following in one email, or mailed in one envelope to the Human Resource’s Office:**

1. Letter of interest
2. Detailed resume
3. Three references with current contact information
4. [GCC Application for Employment](mailto:careers@gogebic.edu)
5. Unofficial transcripts (official transcripts are required before employment)
6. Other relevant material

[careers@gogebic.edu](mailto:careers@gogebic.edu)
Debbie Janczak, Director of Human Resources
Gogebic Community College
E4946 Jackson Road
Ironwood, MI 49938
(906) 307-1324

*Gogebic Community College is an equal opportunity educator and employer.*