



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Assistant to the College President	Salary Range:	35C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

The Executive Assistant to the College President provides high-level administrative and executive support to the College President. This role is essential in managing the office's day-to-day operations, ensuring smooth communication between the President and other college departments, and handling the coordination of special projects and board items. The Executive Assistant plays a key role in supporting the President's strategic initiatives, maintaining confidentiality, and representing the President's office in interactions with internal and external stakeholders.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the College President is distinguished by its responsibility for supporting the highest executive office within the college. This role demands exceptional organizational, communication, and problem-solving skills, along with the ability to handle complex, sensitive issues independently. The position requires a deep understanding of the college's operations, as well as the ability to work effectively with a broad range of stakeholders, including the Board of Trustees.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Executive Support

1. Provides comprehensive support to the College President, including managing schedules, preparing briefing materials, and coordinating executive communications.
2. Handles highly confidential and sensitive information with discretion.
3. Prepares and manages the President's correspondence, reports, and presentations.
4. Sets up and coordinates formal appeal hearings, including but not limited to panel members from other colleges; composes and distributes formal hearing documents and decision letters.

Board and Reporting Support

5. Coordinates the preparation and submission of board items, ensuring accuracy and compliance with deadlines.
6. Assists with the compilation and analysis of data for state and federal reporting, audits,



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and program reviews.

Special Event/Project Coordination and Accreditation Process Support

7. Plans, oversees, coordinates, and promotes a wide array of District and/or campus-wide special events, ceremonies, and projects in support of the President's Office and/or the District/campus initiatives, goals, and objectives including but not limited to receptions, welcome events, commencement, opening day, and investitures. Partners with District and campus departments and staff to organize, schedule, and execute assigned special events and projects. Identifies, negotiates, and contracts with external vendors, speakers, and/or other individual or organizational entities for services provided.
8. Partners with internal and external departments and organizations to promote and market events throughout the District, campus, and local communities.
9. Assists President with Accreditation Team site visits including but not limited to site tours and meeting coordination and administrative support, as needed. Ensures compliance with accreditation requirements
10. May participate as a member of the campus accreditation team.

Budget and Fiscal Support

11. Tracks, monitors, and reconciles assigned budgets; reviews and verifies account activities, identifies errors or inconsistencies, and works with accounting to make appropriate adjustments.
12. Performs routine accounting responsibilities related to Grants, HSI budget, assigned program budgets, and all budgets under the president's control; prepares and generates accounting or budgeting reports, as directed.

Communication, Collaboration, and Coordination

13. Collaborates with the President's executive team to support strategic initiatives, program reviews, and accreditation efforts. May assist with identifying and addressing gaps in business processes and areas of improvement across the organization and makes recommendations to improve the effectiveness in the decision-making process.
14. Acts as a liaison between the President's office and other college departments, as well as external organizations.
15. Manages the President's electronic communication systems, ensuring seamless interactions with internal and external stakeholders.

Support for Onboarding/Offboarding

16. Supports the President in managing the onboarding and offboarding processes for executive staff, with a focus on adhering to collective bargaining agreements.
17. Provides guidance on interpreting and applying collective bargaining agreements in executive operations.

Technology and Process Improvement

18. Utilizes advanced technology for communication, data analysis, and presentation creation.
19. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.



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Diversity, Equity, and Inclusion

- 20. Champions DEIA initiatives on behalf of the President's office.
- 21. Ensures that all department operations and interactions promote inclusivity and equity.

General

- 22. Performs other related duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in business administration, office management, or a related discipline required; **AND**
- Five (5) years of experience in an administrative support role, with at least three (3) years supporting executive-level management, preferably within an educational or public sector environment;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Extensive experience in higher education administration, particularly within a president's office.
- Advanced proficiency in Microsoft Office Suite, project management software, and experience with board management software.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Comprehensive knowledge and understanding of the operational and strategic responsibilities of a college President.
- Knowledge and understanding of state and federal regulations affecting higher education, particularly in areas of reporting and compliance.
- Knowledge of the California Education Code related to the area of assignment.
- Knowledge and familiarity with accreditation processes, program reviews, and



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institutional planning.

- Advanced knowledge and understanding of DEIA principles and their application in higher education settings.
- Knowledge of computer systems, applications, and software programs and platforms such as Maxient and Banner.
- Knowledge of emerging technologies and communication tools relevant to higher education administration.

Skills:

- Excellent organizational and time management skills, with the ability to handle high-pressure situations.
- Advanced communication skills, both written and verbal, with the ability to draft, edit, and present complex materials.
- Data collection, analysis, reporting, and the use of technology to enhance office operations.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently, make informed decisions, and manage the day-to-day operations of the President's office.
- Ability to work independently and collaboratively within a team environment.
- Ability to oversee and coordinate all aspects of board submissions, contractual agreements, and compliance reporting.
- Ability to collaborate effectively with internal and external partners to support strategic initiatives, program reviews, and accreditation processes.
- Ability to maintain confidentiality and manage sensitive information with the utmost discretion.
- Ability to support the President in advancing DEIA initiatives and ensuring a welcoming campus environment.
- Ability to support accreditation efforts, program reviews, and other institutional initiatives as needed.
- Ability to foster strong relationships with internal and external stakeholders, including board members and community partners.
- Ability to manage complex scheduling and logistics for high-level meetings and events.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be



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able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

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

The incumbent works under typical office conditions, and the noise level is usually quiet.



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Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.