

**Job Classification:** Exempt, Full-Time Staff

**Work Schedule:** Hours of Operation, Occasional Evening/Weekend events

**Location:** Manhattan Campus

**Compensation:** Pay Grade: 11 (\$48,707 - \$79,149)

*Please note: the median salary for this position is \$62,066 per year. Actual salary will be determined based on the candidate's experience and education. The range indicated includes both typical hiring range and future progression.*

**Reporting Relationship:** Vice President of Education and Engagement

**Accountabilities Summary:**

The Executive Administrative Coordinator role entails a broad range of responsibilities supporting board administration, executive correspondence, financial processes, personnel support, college operations, and academic and outreach efforts. This position works collaboratively across executive and operational departments to support the College's mission and institutional goals. This position reports to the President/CEO and receives work direction from members of senior administration as needed.

**Primary Responsibilities:**

**Administrative Support to Operational Leadership**

- Draft correspondence, reports, and other materials from written or verbal direction.
- Collect, organize, and prepare statistical, financial, and other data for reports, grants, and related submissions.
- Schedule and support meetings, including agenda preparation, minutes, and follow-up.
- Complete off-site errands and other operational tasks as needed.
- Support HR with recruitment, hiring, onboarding, and orientation activities.
- Assist academic leadership with scheduling, assessment processes, and campus events.
- Coordinate with the Chief Information and Security Officer regarding inclement weather decisions.
- Perform other duties as assigned.

**College Events Coordination**

- Plan and coordinate internal and external college events, ceremonies, receptions, and special functions.
- Serve as a point of contact for event logistics, scheduling, facilities, vendors, communications, and guest arrangements.
- Work with college departments to support event planning, setup, and follow-up.

**College Foundation and Outreach**

- Support administration and the Director of the Manhattan Tech Foundation Board with clerical, data, and event-related tasks.
- Serve as staff support to the MATC Foundation Board, including meetings, retreats, agendas, minutes, and board packets.
- Communicate important college updates to Foundation Board members.
- Ensure board activities comply with applicable policies, procedures, and state and local regulations, while maintaining confidentiality.

**Qualifications:**

- Associate's degree required; focus in business, administrative support preferred.
- 2 years of office administrative support experience; 4 years and/or experience within an educational setting preferred.
- Experience in and knowledge of board administration and meeting procedures (eg. Robert's Rules of Order), familiarity with The Kansas Sunshine Laws (KOMA/KORA) preferred.
- Experience as Notary Public preferred.
- Strong computer and word processing skills, proficient in Word, Excel, Adobe, PowerPoint, Outlook, Internet, Database management. Ability to learn new technologies with competence in websites and other technology.

- Ability to communicate clearly and present oneself professionally through verbal, nonverbal (demeanor, dress, attitude), and written skills.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.
- Ability to work independently, as well as in a team environment.
- Strong organization and time management skills.

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to effectively communicate verbally, in writing, via computer, and over the phone.
- Effective typing and transcription skills for necessary meetings and communications.
- Ability to work occasional early mornings, evenings, and weekends as needed and attend events as required.

**Work Environment:**

- Professional and deadline-oriented environment in an office setting.
- Regular interaction with students, staff and guests.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.