



VACANCY POSTING NOTICE – June 4, 2025

Title: Executive Assistant I
Salary Range: \$41,880.00
Contract Term Length: 12 Months
Standard Hours: 37.5
Work Location: On-Site
FLSA Status: Non-Exempt
College: Henderson Community College
Department: Office of the President

Total Rewards

Henderson Community College offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- 2 Weeks Institutional Closing Pay (Last 2 weeks of December) for qualifying positions
- Employee Assistance Program

Job Summary

Henderson Community College seeks a friendly and dedicated professional to serve as the Executive Assistant for the Office of the President, Advancement, and the College Foundation, Inc.

Job Duties:

- Provides administrative support for the Office of the President; manages the President's calendar.
- Serves as the primary liaison for the Henderson Community College Board of Directors and provides administrative support.
- Provides administrative support for the Office of Advancement and the College Foundation, Inc.
- Provides administrative support for the College's Cabinet and Leadership Team.
- Utilizes Archibus scheduling platform to facilitate campus-wide room utilization and serves as the primary campus trainer for this platform.
- Ensures proper stewardship of donations; verifies and enters in Raisers Edge all gifts and pledges received by the College and the Foundation; manages gift acknowledgement processes; works closely with the College Business Office and the KCTCS Advancement Office in monitoring the processing and reporting of private funds.
- Tracks unit budgets (President's Office, Advancement, Marketing).
- Provides support for multiple on-campus events (End-of-the-Semester Celebration, Convocation, Commencement, press conferences, special dedications, etc.)
- Process departmental invoices, order business cards, and name badges as requested.
- Other duties as assigned by the President/CEO or Advancement Officer.

Minimum Qualifications:

- Associate degree or equivalent experience - two years of related work experience.
 - Able to work independently and in a team environment.
 - Professional, Dependable, Self-Starter, and Positive, to promote and support the workplace culture at HCC.
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Preferred Qualifications:

- Bachelor's degree preferred
 - Demonstrated technical skills in an office environment
 - Documented customer service skills and evidence of organizational relationship-building experience
 - Excellent people skills
 - Ability to work independently
 - Cash-handling and gift-processing experience
 - Experience working in a team-oriented environment
 - Student-centered with experience promoting a culture of care
 - Experience with event planning
 - Experience scheduling meetings and taking minutes
 - Excellent organizational skills and attention to detail
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Application Deadline: Open Until Filled; we will begin reviewing applicants on June 11, 2025.

In addition, please upload a letter of interest, resume, and transcripts.

Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.

Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.
