

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

Job Title	Executive Assistant to the College President and Board of Trustees
Department	Board of Trustees
Institution	Western Wyoming Community College Rock Springs, Wyoming
Date Posted	Oct. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Business Social Sciences - Communication
Apply Online Here	https://apptrkr.com/6666760

Apply By Email

Job Description

Image not found or type unknown

Executive Assistant to the College President and Board of Trustees

Posting Number:P2217

Job Title:Executive Assistant to the College President and Board of Trustees

Students Only:No

Job Description Summary

Win With a Career Move to Western.

At Western Wyoming Community College, one of America's leading junior colleges, we believe

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

employees are our most valuable resource. We pride ourselves on our inclusive, growth-focused culture and our exceptional benefits package. For full-time employees, here are a few of the amazing benefits we offer:

- Employer paid contribution of 9.37% to your retirement plan with no waiting period. Who doesn't love free money?
- We cover 82% of costs related to health, dental and life insurance.
- Generous leave time to support your work/life balance with paid holidays, sick leave and vacation time, 3 personal days, and two weeks off over Christmas break! Not to mention, you get time off at Spring Break and Friday's off in the summer.
- Have you ever wanted to take an art class? Interested in exploring entrepreneurship?

FREE tuition for you, your spouse, and your dependents makes this dream a reality.

- [Access to amenities](#) like our Children's Center, Hay Library, aquatic center, fitness center, theatre and more.
- When adventure calls, head out to the Flaming Gorge Reservoir, take a hike around Mustang Loop, surf the local sand dunes, or jump in the car and travel to Salt Lake City, Jackson Hole, or Laramie. For a map of our area, and links to activities and places, view westernwyoming.edu/outsider.

See where your career can take you when you come run with the Mustangs!

PRIMARY DUTIES AND RESPONSIBILITIES FOR WHICH THIS INDIVIDUAL IS ACCOUNTABLE

1. Performs all clerical related duties for the President, including some composition, and typing of all correspondence, memoranda, position papers, reports, etc.; pre-sorts, checks enclosures, routes and otherwise handles in-coming and out-going mail; maintains and safeguards confidential and non-confidential records. Submits Absence from Campus requests for both work related and personal absence requests made by the President. Budget codes and processes credit card statements. Maintains all office files and keeps and updates a written file record. Answers and transfers telephone calls, arranges for conference calls when necessary, and takes messages on behalf of the President.
2. Collects information necessary to prepare agendas for selected meetings; schedules appointments; organizes numerous meetings and arranges for food service when necessary. Reserves meeting rooms and completes the appropriate Facility Use Request forms. Keeps the President's calendar, desk calendar and Microsoft Outlook calendar up-to-date.
3. Maintains on-going records of institutional grants and proposals submitted to outside agencies for funding which are mainly used for reference and/or research. These include proposals or grant requests submitted through local, state and federal agencies as well as numerous other agencies,

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

councils, foundations, industries and businesses.

4. Serves as President's liaison for scheduling College business and social events such as meetings with legislators, university, college and public school personnel, industry and business personnel, students, employees, trustees, local government officials, and special interest groups. Coordinates and assists in planning and organization of various college ceremonies.

5. Advises the President of educational industrial, business and civic personnel appointments and of accomplishments of interest to the College, at the President's discretion, composes appropriate acknowledgements and letters of commendation, regrets or sympathy for review by the President.

6. Acts as troubleshooter for a specific problem until final resolution of the problem is made by the appropriate administrator or the Board. This is due to the nature of the office, i.e., the President's Office is "where the buck stops."

7. Works closely with faculty, administration and support staff on campus. Interacts with local, state and federal government and educational agencies in the performance of duties for this office.

8. Facilitates requests for use of the Board Conference Room, Board Room and President's Conference Room.

BOARD OF TRUSTEES DUTIES

1. Performs all clerical duties for the Board of Trustees, including typing of all correspondence; maintains and safeguards all confidential and non-confidential records; arranges for meetings as required; routes and otherwise handles in-coming and out-going mail; answers telephone calls and arranges for conference calls when necessary.

2. Prepares, under the supervision of the College President, the agendas for regular monthly Board meetings and workshops as well as all special meetings and workshops that may be necessary. Collects write-ups from the Vice Presidents and prepares packets that are mailed to the Board members prior to every meeting.

3. Prepares legal ads for meetings, requisitions for the ads, and assures that ads are placed in the newspaper within the required timelines. Arranges for catering for a meal before each Board workshop and contacts all Board members one day prior to the meetings to determine if there will be a quorum.

4. Prepares revised Board packet on the day of the meeting if necessary and compiles information received from the Business Office to complete finance sheets. Sets up the Board Conference Room and Board Room with the appropriate sound and recording equipment.

5. Attends and records all regular and special Board meetings and obtains signatures on contracts and documents approved by the Board at the meetings. Completes detailed minutes documenting all action taken by the Board; prepares addendums with information from the meetings; follows up on appropriate detail work, and labels tapes and assures they are safeguarded.

6. Travels off-campus to obtain Board officers' signatures on contracts, diplomas, certificates and other documents when necessary.

7. Makes all travel arrangements for Board members attending various out of town meetings and

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

conferences, including arrangements for registrations, hotel rooms, air fare if necessary. Prepares quarterly travel reimbursement documents and requisitions for payment.

8. Develops and maintains an annual board calendar.

OTHER DUTIES AND RESPONSIBILITIES:

1. Ensures confidentiality is properly safeguarded in the handling of records of the office while cooperating with the respective members of the college community and with the general public.
2. Becomes familiar with the purchase requisition and/or budgeting system of the College; processes related paperwork in accordance with approved procedures.
3. Cooperates with other WWCC clerical personnel on various institutional undertakings as necessary.
4. Safeguards institutional physical resources by caring properly for assets assigned to the workstation and by prohibiting unauthorized use. Maintains an inventory of all assigned equipment and supplies, keeping proper records as necessary.
5. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

1. Bachelor's Degree in Business Administration, public relations, or in a related field.
2. Three (3) – Five (5) years of position specific or position related work experience with ever increasing levels of responsibility.

Knowledge of:

- Comprehensive role of the community college
- College policies, rules, regulations and guidelines
- Principles and practices of PC's and related software
- Microsoft Office Software Systems
- Executive secretarial practices and procedures
- Principles and practices of public relations and public information matters
- Telephone techniques, practices and procedures

Ability to:

- Use Microsoft Office Programs, e.g., Word, Excel, Access etc.

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

- Communicate effectively verbally and in writing
- Maintain effective working relationships with other people
- Perform basic accounting functions
- Maintain a typing proficiency of 60 words per minute on non-technical straight copy
- Pass basic English Skills Usage Test at least at the 75th percentile
- Transcribe tapes recorded at any meetings in which minutes are required
- Maintain a professional and congenial demeanor when dealing with people
- Maintain confidentiality
- Function in a high-pressure environment with multiple distractions and with a minimum of supervision
- Work evenings to attending meetings of the Board of Trustees (usually once a month)
- Interface extensively with the public

PREFERRED ADDITIONAL QUALIFICATIONS(Knowledge, Abilities, Education and Experience)

1. Master's degree in Business Administration, public relations, or in a related field.
2. One (1) to Three (3) years of prior work experience in an educational environment where high technology communications equipment was utilized, along with prior work experience in a public relations or communications related field.

Open Date: 10/16/2025

Open Until Filled: Yes

Special Instructions to Applicants: Unofficial transcripts are accepted for application purposes.

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

Official transcripts are a condition of employment.

Estimated Salary: \$59,300 - \$71,200

FLSA: Non-Exempt

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Transcripts

Optional Documents

1. Letter of Recommendation 1
2. Letter of Recommendation 2

To apply: <https://wwccwy.peopleadmin.com/postings/5728>

Image not found or type unknown



jeid-fa20628ba7b6a64c94d1ea18b5b9adc5

Contact Information

Executive Assistant to the College President and Board of
Trustees
Western Wyoming Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264385>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Nov. 27, 2025

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Board of Trustees

Western Wyoming Community College

,