Job Title: Assistant to the Commissioner

Job Code: 32692

JOB SUMMARY

The Assistant to the Commissioner is responsible for scheduling, planning and coordinating meetings and customized events for the Commissioner of the Technical College System of Georgia.

MAJOR DUTIES

- Schedules meetings and customized events for the Commissioner;
- Responds to requests for the Commissioner to speak at events;
- Ensures supplies are available to support the events;
- Serves as a liaison and engages in a variety of contacts inside and outside organization in order to obtain or relay information, arrange meetings, and gather data;
- Establishes and maintains detailed records of all event information;
- Manages one or more complex projects with full accountability for outcome;
- Prepares project timelines, reports and other documents as requested;
- Develops, maintains, and fosters effective working relationships;
- Acts as liaison between multiple parties to identify solutions to problems;
- Oversees efficiency of projects and implements changes as needed to meet goals.

COMPETENCIES

- Knowledge of event planning and coordination
- Knowledge of applicable laws, rules and regulations, such as safety, security and public assembly regulations
- Skill in the operation of basic office machinery
- Skill in the operation of computers and job related software programs
- Decision-making and problem solving skills
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Ability to multitask and organize

MINIMUM QUALIFICATIONS

Bachelor’s degree and Two (2) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.