



## JOB DESCRIPTION

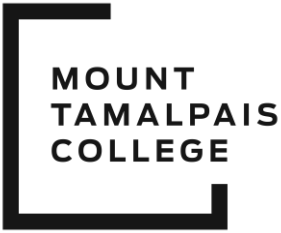
EXECUTIVE ASSISTANT  
MOUNT TAMALPAIS COLLEGE

SAN RAFAEL, CA AND REMOTE (HYBRID)

**COOK SILVERMAN SEARCH**

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## ABOUT MOUNT TAMALPAIS COLLEGE (MTC)

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Mount Tamalpais College is currently in a period of tremendous growth. After twenty years of operating a robust, high-quality higher education degree program at San Quentin, MTC recently became independently accredited. Mount Tamalpais College is now the first liberal arts college based inside a correctional facility, designed solely for incarcerated students.

For more information, please visit <https://www.mttamcollege.org/>

## POSITION OVERVIEW

The Executive Assistant reports directly to the President and will provide support and lead coordination on a broad range of projects and tasks, both simple and complex. The position requires strong written and verbal communication skills, the capacity to manage multiple tasks and projects simultaneously, and exceptional attention to detail.

## REPORTING RELATIONSHIPS

Position reports directly to the President.

## PRIMARY RESPONSIBILITIES

- Support the President in strategically managing workload — determining priorities; managing and protecting time; facilitating communication with others.
- Proactively anticipate challenges, and effectively problem-solve.
- Meticulously track and carry out significant, often collaborative, projects with independent initiative
- Carry out a broad array of often menial administrative tasks, including maintaining calendar, managing travel arrangements, and processing reimbursements.
- Serve as liaison to the Board of Trustees, maintaining calendars, planning meetings, managing paper and electronic documents and electronic filing systems, and otherwise providing support.
- Manage incoming inquiries and requests for contact or information via phone, email, and regular mail from external organizations and individuals, including media.

- Oversee logistical details as well as set-up/clean-up for assorted internal and external events and meetings.
- Serve as liaison for ongoing collaborative internal and external initiatives.
- Other duties as needed.

## QUALIFICATIONS

- Associate degree required
- Commitment to the mission of Mt. Tamalpais College
- A minimum of three years' experience successfully supporting executive-level positions
- Excellent written and verbal communication skills
- Experience working in an executive setting in higher education, highly valued
- Ability to efficiently interpret, organize, and track information
- Ability to manage multiple projects and prioritize effectively
- Excellent attention to detail and strong proofreading abilities
- Knowledge of Google Suite (Docs, Sheets, Gmail) preferred
- Exceptional level of maturity, professionalism, and interpersonal skill
- Ability to communicate effectively with diverse communities, stakeholders, and audiences

## SALARY OR SALARY RANGE

The salary range for this position is \$ 80,000 to \$100,000. The benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. MTC also offers vacation and holiday pay, as well as opportunities for professional development.

In keeping with our commitment to equity and equal pay for all, Cook Silverman Search posts salary ranges on all its job descriptions.

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Mount Tamalpais College is an Equal Opportunity Employer.

### **Statement of Non-Discrimination**

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.