

Standard Title: **ASSISTANT TO PRESIDENT/CHANCELLOR**

PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION

◆ ***General Function Statement***

Provide necessary support for performance of the President's/Chancellor's official duties.

◆ ***Organization Relationship***

President/
Assistant to the President/Chancellor
Other Officers

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Coordinate the responsibilities of the President/Chancellor with the other general university or campus offices.
2. Research and analyze developing problems and prepare recommendations.
3. Originate and prepare routine and special reports requested by Chancellor/President.
4. Responsible for initial evaluations and, if necessary, referral of incoming letters, calls and other inquires from internal and external constituencies.
5. Responsible for staff support in President/Chancellor's Office.
6. Consults with and advises President/Chancellor.