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 inquiries from internal and external constituencies.
5. Responsible for staff support in President/Chancellor’s Office.
6. Consults with and advises President/Chancellor.