

Example 1.2a

Standard Title: **ASSISTANT TO VICE PRESIDENT/VICE CHANCELLOR/  
ASSOCIATE CHANCELLOR/PROVOST**

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION**

◆ ***General Function Statement***

Provide necessary support for performance of official duties of the Vice President/Vice Chancellor/Associate Chancellor.

◆ ***Organization Relationship***

President/Chancellor  
Vice President/Vice Chancellor/Associate Chancellor  
**Assistant to the Vice President/Vice Chancellor/Associate Chancellor/Provost**

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

◆ ***Typical Responsibilities***

1. Coordinate the responsibilities of Vice President/Vice Chancellor/Associate Chancellor with other offices.
2. Researches and analyzes policy issues and prepare recommendations.
3. Originates and prepares routine and special reports.
4. Assists with special projects, functions as a troubleshooter.
5. Represents office at campus/university committees, as a member and/or chairperson.
6. Consults with and advises Vice President/Vice Chancellor/Associate Chancellor.

