

Standard Title: **ASSOCIATE VICE PRESIDENT/ASSOCIATE VICE  
CHANCELLOR/ASSOCIATE CHANCELLOR**

**Principal Administrative Position Exemption**

- ***General Function Statement***

Performs independent administrative functions and reports to Vice Chancellor/Vice President/Chancellor. Representative independent functions include but are not limited to Academic Affairs, Affirmative Action, Administrative Affairs, Health Affairs, Information Systems Services, Institutional Advancement, Research, or Student Affairs.

- ***Organization Relationship***

Chancellor/Vice Chancellor/Vice President  
**Associate Chancellor/Associate Vice Chancellor/Associate Vice President**

- ***Typical Responsibilities***

1. Chief advisor to Chancellor/Vice Chancellor/ Vice President.
2. Responsible for providing leadership for independent administrative functions as assigned.
3. Responsible for day-to-day operations and management of campus resources and activities as assigned.
4. Responsible for budget and programmatic analysis of assigned units.
5. Establish and maintain necessary control mechanisms for effective management of designated functions.
6. Undertake and carry out studies, analyses, and interpretations of plans for assigned functions.
7. Participate in policy development and administration of University and campus policies related to all aspects of described functions.

**Position Standard #49901**