

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

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

- ***Typical Responsibilities***

1. Coordinates 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 trouble shooter.
5. Represents office at campus/university committees, as a member and/or chairperson.
6. Consults with and advises Vice President/Vice Chancellor/Associate Chancellor.

Position Standard #49905