

Standard Title: **ASSISTANT TO**

PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION

- ***General Function Statement***

Provide high-level management support to enable the efficient performance of the official duties of a senior administrator, such as a Dean/Director/Head of an academic or administrative unit. Responsibilities require exercising initiative, discretion and independent judgment.

- ***Organization Relationship***

Senior Administrator (Dean/Director/Head/Chair)
Assistant To
(Professional Support Staff, Managers,
Technical Support Staff
Clerical Support Staff)

- ***Typical Responsibilities***

1. Orchestrates administrative support and general management for the unit or program. Participates in long-range planning and goal-setting activities.
2. May direct the day-to-day operational requirements of the unit or program, including overseeing various functions under the jurisdiction of the administrator, such as development, public relations, finance, budgeting, and staffing matters. May supervise middle managers and upper-level supervisory personnel, such as Project Directors or Business Managers.
3. Consults with senior campus and university officials to determine a course of action.
4. Conceives and administers special programs and projects under the direction of the Administrator. Functions as a trouble-shooter.
5. Initiates, researches and analyzes policy and operational issues independently, consulting with involved parties and organizations within or external to the campus or University. Provides advice regarding various options for action. Develops and recommends administrative policies and procedures.
6. Originates and prepares special reports and studies, many of which are confidential, sensitive, or deal with complex and/or controversial matters.
7. Coordinates and implements policy decisions.
8. Represents office/administrator on campus/university committees and at meetings.