

Standard Title: **ASSISTANT VICE PRESIDENT/ASSISTANT
CHANCELLOR/ASSISTANT VICE 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
Assistant Chancellor/Assistant Vice Chancellor/Assistant Vice President

- ***Typical Responsibilities***

1. Oversee designated administrative functions under direction as assigned.
2. Draft policies, procedures, and guidelines.
3. Provide support for major initiatives.
4. Address staffing issues.
5. Prepare ad hoc reports and conduct research.
6. Monitor policy by acting as approving authority.
7. Assume line responsibility for specific administration function(s).

Position Standard #49902