

Standard Title: **EXECUTIVE ASSISTANT TO PRESIDENT/CHANCELLOR**

Principal Administrative Position Exemption

- ***General Function Statement***

Provide necessary support for performance of the President's official duties.

- ***Organization Relationship***

President/Chancellor
Executive Assistant to the President/Chancellor
Other Officers

- ***Typical Responsibilities***

1. Represent President/Chancellor in their absence, as requested.
2. Assist in policy development as a member of policy development committee.
3. Act as liaison between President/Chancellor and other officers (campus and/or system), Board of Trustees, legislators and other constituencies.
4. Direct or develop special analysis, background studies, information resources as directed.
5. Draft speeches, papers, correspondence.
6. Consult with and advise President/Chancellor.

Position Standard #49903