

Job Level	Executive Assistant to President, President's Office	Professional Level I
Oversight Received	<ul style="list-style-type: none"> <li>* The Executive Assistant to the President is a full-time professional position reporting directly to the University President/System Chancellor that provides executive-level administrative support to the president in fulfilling responsibilities to provide overall leadership and administration of the University.</li> </ul>	<ul style="list-style-type: none"> <li>• Close supervision</li> <li>• Frequent monitoring of work</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Performs all aspects of administrative support for the president/chancellor; researches, evaluates, and analyzes problems, confers with appropriate vice presidents, deans, system personnel, directors and officials; interprets policies; develops resolution to problems or refers complaints for appropriate response</li> <li>* Makes appropriate judgments in the President's/Chancellor's absence related to his time and priorities; commits the president to action related to meetings, events, and presentations; assists in preparation for those activities</li> <li>* Monitors, implements and tracks processes and procedures that are the result of the president's/chancellor's decisions</li> <li>* Provides support for the President's Cabinet, including agenda planning and preparation and follow-up assignments related to actions taken in Cabinet and Operations Committee of Cabinet.</li> <li>* Coordinates the president/chancellor's travel arrangements, prepares background materials, and provides supporting documents for travel document preparation.</li> </ul>	<ul style="list-style-type: none"> <li>• Recurring problems with defined solutions</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Researches, develops and manages president's/chancellor's communication with constituents including responding to information requests, scheduling meetings, developing meeting agendas and preparing background materials</li> <li>* Coordinates with internal and external constituents and communications staff to ensure remarks or speaking points are created in a timely manner for each speaking engagement</li> <li>* Coordinates president/chancellor's commencement activities and appropriate preparation materials; coordinates commencement schedule and materials for attending Board members</li> </ul>	<ul style="list-style-type: none"> <li>• Communication typically with those familiar with occupational discipline</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Primary responsibility to coordinate the president's schedule and agenda, secure travel arrangements, prepare background materials, provide support for the President's Cabinet, and provide all aspects of executive administrative support for the University President.</li> </ul>	<ul style="list-style-type: none"> <li>• Acquiring knowledge of University policies and systems</li> <li>• Impact limited to immediate work team</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Bachelor's Degree in liberal arts, business administration or a related field</li> <li>* Minimum of five years progressively responsible administrative assistance experience.</li> </ul>	<ul style="list-style-type: none"> <li>• May require a Bachelor's degree</li> </ul>