



ASSISTANT TO THE CHANCELLOR

SALARY GRADE: [C5-12](#)

DEFINITION:

Reporting to the Chancellor, provides broad administrative and secretarial support for the Chancellor; operates and manages the Chancellor's Office; assists and supports the Board of Trustees; and represents the Chancellor's Office to members of the public, administrators, faculty and staff.

NATURE AND SCOPE:

The Assistant to the Chancellor oversees part-time student assistants. This position provides broad administrative support to the Chancellor. The Assistant to the Chancellor maintains the Chancellor's calendar and coordinates meetings, provides direction to other assistants, routes correspondence, and communicates with others to ensure that activities go smoothly. This position arranges travel; and generates correspondence for the Chancellor. Provides full administrative support to the Board of Trustees, including preparation of the agenda, agenda items for the Chancellor, and resolutions. Edits board items as necessary. Attends and takes minutes of board meetings.

This position represents the Chancellor in making and responding to inquiries, statements or concerns. The Assistant to the Chancellor has contact with Board of Trustees members, advisory board members, members of the public, attorneys, legislators, higher education officials, community members, administrators, faculty and staff. This position researches, analyzes, and interprets board policies and procedures, and local, state and federal policies and regulations. Prepares official correspondence; handles confidential and non-routine information; and researches and prepares responses to issues of inquiry or concern.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate office communication, prioritize and route mail; format and disperse communication such as invitations and announcement newsletters, screen phone calls, and maintain files and official records.
2. Provide assistance and information, and resolve problems for students, staff and the public.
3. Respond to or coordinate responses to inquiries or concerns.
4. Prepare correspondence for Chancellor signature.
5. Disburse communications to others as needed; and follow up to ensure timely response.
6. Organize major meetings such as the Board of Trustees Meeting and the Chancellor's Advisory Council.
7. Prepare agendas and materials; and record and prepare minutes as assigned.
8. Coordinate other meetings including Chancellor's Staff, community meetings, and meetings with individual reports.
9. Organize projects and events such as workshops, conferences, luncheons, opening day, and speaking engagements.
10. Coordinate Chancellor's travel; reserve accommodations, transportation and registrations and arrange payments.
11. Manage office budget and expenses; track expenditures; resolve discrepancies; ensure adequate supplies and support materials; and arrange payments.

12. Coordinate Board travel, including accommodation reservations, transportation, registration, and associated payments.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Absolute written and oral English proficiency.
2. Experience and adherence to the following policies and procedures within the area of responsibilities: board policy; administrative travel policy; knowledge of independent contractor guidelines; knowledge of check request and purchase requisition procedures; and knowledge of government laws, codes, regulations and guidelines as they apply to the Chancellor's Office.
3. Extensive computer skills with a variety of programs including: Microsoft Word, Excel and PowerPoint; and calendar program or comparable software programs.
4. Board Policy.
5. Administrative Travel Policy.
6. Independent Contractor Guidelines.
7. Check Request Procedures.
8. Government laws, codes, regulations and guidelines, which apply in department.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work with electronic communication tools such as e-mail, voicemail and the Internet.
3. Effective public relations skills.
4. Effective reasoning and problem solving skills.
5. Take initiative and handle multiple priorities; independently manage and prioritize own time, anticipate information needed by others.
6. Demonstrate experience in exercising excellent judgment in non-routine matters and handling confidential information.
7. Work well under pressure.
8. Be flexible yet meet deadlines.

Education and Experience

Any combination equivalent to:

1. Associate's degree in a related field.
2. Three (3) to five (5) years experience as an administrative support assistant to an executive or senior level manager in a complex environment.
3. Experience managing an office budget.
4. Experience in preparation of minutes, report writing and presentation.

Preferred Qualifications:

1. Bachelor's degree in a related field.
2. Experience working for an educational institution.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: February 1996; Revised: 2012
EEO Code: H-30