

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

**PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION (36e(3))**

◆ ***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

◆ ***Request for Exemption under Criterion:***

◆ ***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, and information resources as directed.
5. Draft speeches, papers, correspondence.
6. Consult with and advise President/Chancellor.