

ASSISTANT TO THE CHANCELLOR*

Function of Job:

Under administrative review of the Chancellor, manage administrative and operational functions of Chancellor's Office and provide administrative support to the Chancellor, using the highest degree of discretion and judgment, and provide operational support for the University System Board of Trustees.

Characteristic Duties and Responsibilities:

1. Manage office operations Coordinate and serve as liaison between the Chancellor and the Chancellor's Staff , campus presidents and Trustees, committees, and other groups regarding administrative issues and information dissemination.
2. Assist Chancellor and senior staff in preparing reports, agenda items, and presentations.
3. Oversee Chancellor's calendar, receive visitors, schedule meetings, seminars, conferences, events, and individual appointments, and coordinate reservations and travel arrangements for the Chancellor, staff, and visitors.
4. Monitor office budget and discretionary funds and purchase office equipment/supplies.
5. Hire, train, supervise and evaluate staff as assigned.
6. Coordinate meetings and activities involving Presidents' Council and Chancellor's senior staff members; attend council and senior staff meetings and retreats, assuming responsibility for logistics and minutes.
7. Assist in planning and coordinating events related to legislative support for USNH.
8. Assist consultants working on special projects and assist and provide support for presidential search committees.
9. Provide comprehensive managerial support for USNH Board of Trustees and activities, including preparing agendas, communicating meeting dates and details and coordinating logistics.
10. Responsible for all communications between the Board and Chancellor, such as reports and updates.
11. Maintain Trustee calendar, handbook and lists, and coordinate routine correspondence for Trustees and special meetings.
12. Provide support for Trustee committees, projects, and meetings by preparing materials and taking minutes.
13. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and three years of related experience or Associate's degree and five years of related experience of an administrative nature.
2. Communication and interpersonal skills.
3. Supervisory abilities.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Managerial experience in institution of higher education.

9/06/04 _____
System Approval

9/06/04 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 8/22/84 as "Assistant to the President" and revised 10/26/89 and 4/16/91 as "Assistant to the President or Assistant to the Chancellor".