

ASSISTANT TO THE PRESIDENT*

Function of Job:

Under administrative review of the President, assist the President with the highest degree of discretion and judgment, on all matters affecting his/her office, and serve as liaison, contact and resource person in support of the President's delegations.

Characteristic Duties and Responsibilities:

1. Coordinate and handle sensitive contacts between the President's office, Trustees, other chief administrators, faculty, staff, students and the general public.
2. Assist the President in administrative relationships with Vice Presidents, Directors and Deans, as applicable.
3. Act as liaison with various committees and councils.
4. Coordinate the preparation for meetings of administrators, various faculty, campus committees, and daily scheduled meetings with individuals both on and off campus.
5. Act in an advisory capacity on matters involving the President's office.
6. Assist the President with correspondence, personal contacts, research and /or investigation and other assigned special projects.
7. Serve as an information source to the office, campus communities and general public.
8. Arrange meetings, seminars, conferences, luncheons, dinners, receptions and coordinate reservations/travel for campus visitors.
9. Monitor office budgets and purchase office equipment/supplies.
10. Hire, train, supervise, and evaluate staff as assigned and function as office manager.
11. Receive visitors, monitor President's appointment schedule, and make travel arrangements.
12. 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 skills
4. Computer skills as required by office.

Additional Desirable Qualifications:

1. Work experience in higher education.

9/6/04
System Approval

9/6/04
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"