

EXECUTIVE ASSOCIATE TO THE COLLEGE PRESIDENT*

Function of Job:

Under general direction of the President of the College, advise and assist the President in all executive areas by researching and assessing materials/information, including complaints; determining priorities/deadlines, assisting with research projects, committees and reports; serve as project manager in areas of institutional compliance; treat all information/contacts with the highest degree of confidentiality, judgment and interpersonal skills.

Characteristic Duties and Responsibilities:

1. Handle sensitive contacts, involving confidential information, documents and personnel matters and special events, between the President's Office and Trustees, college/university officials, faculty, staff, legislators, public officials, community leaders, students, national organizations, and the general public, with utmost discretion and judgment.
2. Research assignments, write reports, and manage other projects, as required by the President or initiated in consultation with the President, including background preparation for National Board/Commission meetings, bibliographies for speeches/papers, statistics for legislative reports, and institutional data for reports/speeches.
3. Serve as project manager for institutional compliance area, such as Affirmative Action, provide leadership for policy development, handle complaints and inquiries concerning such compliance, review and revise institutional compliance policies, procedures, and training efforts in conjunction with appropriate campus offices, System Human Resources and Legal Counsel.
4. Act as official liaison, on behalf of the President, with College/System Committees, as assigned, and with the Chancellor and other USNH Presidents and their staffs, acting as Committee chair where appropriate.
5. In conjunction with System governmental affairs, monitor legislation, identify issues to track, identify people to testify and coordinate legislative advocacy involving college/university students, employees, alumni, and contacts.
6. Act as official liaison, on behalf of the President, to the College, community and state-level events with an appropriate degree of sensitivity and protocol.
7. In consultation with the President, prepare for meetings of Administrative Board, Board of Trustees and related committees, and important internal campus groups such as College Senate.
8. Draft official responses and documents for the President, including campus policy statements and sections of planning drafts, and assist with campus response to emergency situations.
9. Read/summarize key articles, and review/advise on lengthy reports, Trustee and/or Administrative Board materials, and other confidential materials as assigned by the President.
10. Supervise PAT staff members as delegated and directed by the President, as well as day-to-day supervision and work assignments for the President's office support staff within guidelines developed by the President.
11. Serve as executive staff for Principal Administrators' meetings with responsibility for development of agendas, necessary follow-through, and support for institutional policies, initiatives and special programs.
12. Note priorities for President's Office and operations, and assess/recommend, as appropriate, action on priority items.
13. Perform other related duties of a confidential nature, as assigned, and initiate such other contacts as specifically assigned by the President.

Minimum Acceptable Qualifications:

1. Master's degree in appropriated field and three years of experience in higher education administration.
2. Good general knowledge of issues in public higher education.
3. High degree of personal discretion, judgment, supervisory and organizational skills.
4. Excellent communications/interpersonal skills, both oral and written.
5. Follow-up ability with careful attention to details.
6. Ability to take appropriate initiative regarding assessment of materials and deadlines.

7/01/07
System Approval

7/01/07
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 8/30/76 and revised 11/9/77 and 7/30/80 as "Assistant to the President," and revised 4/14/82 and 7/28/89 as "Assistant to the President for Administrative Affairs"; and revised 7/14/92 and 1/19/04 as "Executive Assistant to the College President"