

## Special Assistant to the President/CEO

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 22136

**Job Series/Job Family:** Administrator Series / Administrator Family

### **Reports To**

President/CEO.

### **Job Purpose**

To serve as a senior advisor to the President/CEO and perform work of broad scope and complexity under the direction of the President/CEO. Works closely with the President/CEO in support of issues that require specific follow-up and handles special projects as assigned by the President/CEO. Provides leadership to further the strategic agenda of the President/CEO and Board of Trustees.

### **Description of Duties and Tasks**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### ***Required***

1. Serves as a member of the President/CEO's executive staff, participating in discussions and decision-making.
2. Provides highly responsible organizational support to the President/CEO.
3. Represents or acts as spokesperson for the President/District with designated business/community leaders, elected/government officials, university/college leaders, general public, and/or media to advance assigned projects as directed by the President/CEO.
4. Facilitates, in concert with the President/CEO, communication with the Board.
5. Collaborates and communicates with vice presidents, as well as other individuals in system leadership positions to provide operational and consultative assistance to the President/CEO in a variety of system-wide initiatives.
6. Works with vice presidents and other college leadership to scan the environment for opportunities to strengthen the programs and services of the system.
7. Participates in community and organizational activities/events as an official representative of the President/CEO and District as assigned.
8. Maintains a visible presence as directed by the President/CEO at the local, state and/or national level.

### **Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### ***Required***

- Understanding of student success through completion and equity agenda.
- Understanding of the community college philosophy/mission.

### **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### ***Required***

- Ability to meet deadlines and handle multiple projects.
- Maintaining confidentiality of work related information and materials.

- Demonstrated ability to plan, prioritize, and problem-solve.
- Effective and excellent communication, written and verbal, and interpersonal skills.
- Demonstrated ability to work effectively with a diverse and multi-cultural student body and staff.
- Demonstrated ability to collaborate effectively with diverse constituencies.
- Ability to provide leadership at all levels of the college.
- Effective presentation skills.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency in standard office software applications.

### **Work Experience**

#### ***Required***

- Five years work experience in senior-level management and/or leadership, including experience in public sector and/or higher education environment. Demonstrated ability to support senior management and work as a team member and team builder.

### **Education**

#### ***Required***

- Doctorate

### **Safety**

#### ***Required***

- Provide resources for safe operation of units. Create and support workplace safety.