Special Assistant to the Vice President of University Advancement

Job Code 50026741

**General Description**
Initiate and develop special activities as assigned by the Vice President of University Advancement (VPUA) that include but are not limited to coordinating, facilitating and supporting security and UA projects.

**Examples of Duties**
Coordinate and facilitate specific projects.
Assist with development of long-term planning.
Provide other projects support as assigned by the Vice President.
Research and prepare relevant information to evaluate and implement long-term planning.
Facilitate completion of key UP initiatives.

**Knowledge, Skills, and Abilities**
Knowledge of: developing long-term strategic plans, project management and methodologies and tools; effect communication and change management theories.

Skill in: writing and preparing clear, concise and correct reports, letters and proposals; establishing rapport with a variety of staff members; problem solving and decision making that include but are not limited to developing partnerships with key staff on project teams.

Ability to: read, interpret and apply complex legal and technical documents; use basis math skills that include descriptive, inferential, parametric, and non-parametric statistics; coordinate effective management of projects; work under pressure and meet deadlines; handle multiple tasks daily.

**Experience and Education**
To qualify for this classification an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**