Associate to the President

**Job Code 50009708**

**General Description**
Responsible for coordinating personnel and budgetary matters for the Office of the President.

**Examples of Duties**
- Advise the President.
- Manage daily operations in the Office of the President.
- Make decisions regarding academic budgets and personnel, including faculty appointments.
- Coordinate reviews and statements to internal and external audiences.
- Conduct special studies including policy impact analysis.
- Develop and conduct information sessions.
- Monitor and oversee budgeting process, including management of accounts.
- Monitor and oversee faculty workload reporting.
- Oversee University policies and procedures.
- Represent the President in the President’s absence.
- Serve as liaison for the Office of the President.
- Serve on, chair, and facilitate campus teams and ad hoc committees as directed.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University policies and procedures; budget development and planning; academic department and college operating procedures; faculty workload; strategic planning methods; HR policies and procedures; intermediate math; automated computer systems.

**Skill in:** directing the work of others and motivating output; establishing rapport with a variety of clients; working as a team member on most tasks of job; public speaking; critical thinking; identifying problems or concerns; time management; leadership.

**Ability to:** read, understand and interpret quantitative and qualitative research and legislation, policies and procedures; prepare clear and concise reports and research; negotiate; prioritize workload; interpret statistics; analyze data and information to form recommendations; design materials and develop strategies to facilitate planning and decision making; negotiate.

**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**