Special Assistant to the President

Job Code 00001500

General Description
Provide ongoing, direct support for the University President.

Example of Duties
Prepare quarterly briefings for the Board of Regents and for the Local Committee Chair, and the President’s Annual Review by the Board. Prepare background material for quarterly Chancellor’s Meeting with Presidents. Coordinate state governmental relations, including preparation and follow-up for biennial Legislative Sessions and interactions with System governmental affairs staff members. Prepare agenda and minutes for President’s Cabinet meetings and coordinate annual Cabinet Retreat. Serve on University councils and committees, including Equity and Access Committee, Athletic Advisory Committee, and Enrollment Management Council; and chair Regents’ meeting planning committee for San Marcos meetings. Serve as a liaison with the Department of Athletics. Prepare and review correspondence, presentations, and statements to internal and external audiences. Represent President or University at internal and external events. Supervise personnel in the Office of Equity and Access and assist with budget and staff matters in The Texas State University System Office of General Counsel located at Texas State. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Higher education issues, System and University governance and policies; the legislative process, strategic planning; organizational processes and communication systems.

Skill in: Working effectively with the executive team; establishing rapport with a variety of individuals and groups; meeting deadlines; working independently; communicating effectively; thinking critically; identifying problems or concerns; time management; leadership.

Ability to: Prioritize workload; read, understand, and interpret statistics, quantitative and qualitative research, legislation, and policies and procedures; prepare clear, concise, and compelling presentations, reports, and recommendations; negotiate; establish productive relationships with diverse internal and external individuals and groups; promote effective planning, decision making, and assessment.

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.