

Assistant to the President and CEO
Exempt (Pay Grade 9: \$39,120 - \$58,296)

- Minimum Education/Experience**
- Earned bachelor degree.
 - 7 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Leads and coordinates multiple support activities in the office of the President & CEO. • Works closely with the President & CEO, COO, and Board of Directors to ensure work is carried out within defined parameters and suggest administrative support modifications as needed. • Performs advanced, diversified, and confidential administrative duties requiring comprehensive experience with and knowledge of all institutional policies/procedures. • Serves as liaison between institution's Board of Directors and the office of the President & CEO. • Normally receives no direction on routine tasks, and general direction on new assignments. 	<ul style="list-style-type: none"> • Decisions significantly impact the progress and quality of activities within the office of the President & CEO, as well as across the institution.
Budget/Financial accountabilities	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Institutional resources and relationships	<ul style="list-style-type: none"> • Recommends committing resources for the office of the President & CEO. 	<ul style="list-style-type: none"> • Decisions moderately impact the cost effectiveness of the office of the President & CEO and the institution as a whole.
Staff leadership	<ul style="list-style-type: none"> • Sometimes leads a team of non-exempt staff. • Provides leadership, mentoring, coaching, assessment for appropriate staff to ensure the successful completion of assigned tasks. 	<ul style="list-style-type: none"> • Decisions moderately impact the quality and productivity of the institution.