JOB SUMMARY

The Special Assistant To is the senior professional staff assistant to the Provost or a Senior Vice President of the university. This position oversees the administrative; operational; and/or financial affairs of the office of the executive to whom they report. The incumbent advises the executive on policy; procedural; and operational issues affecting the area. This position requires considerable contact with all levels of leadership and management within the university and the community. Represents the executive and program area on committees; task forces and work groups; as needed.