**Nature of Work**

The Assistant to job title is used to describe an incumbent who serves as the primary assistant to a campus administrator (e.g. Dean/ Director/ Vice Chancellor/ Chancellor). The incumbent serves as the administrative officer responsible for a variety of functions. Generally, such positions are found at the college/ department level and above.

The job is distinguished from Coordinator by the presence of a variety of functions handled (e.g. personnel and fiscal). The job is distinguished from other administrative jobs in that the job is a staff position with limited line management authority.

**Examples of Work**

(These examples are intended to illustrate the various types of work performed by employees with this title. All of the work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent).

- Responsible for a variety of administrative functions for a major campus administrator (e.g. accounting, budgeting, personnel, payroll, purchasing, facility management).
- Responsible for ensuring compliance with campus administrative policies and department/ college/ division administrative policies and procedures.
- Provides technical assistance and information to faculty, staff, and students involved in research, public service or academic programs.

**Minimum Qualifications**

Bachelor's degree. Some previous related administrative experience is highly desirable.