



Job Title	Board Operations Manager	Job Code	AS0501
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Administrative Management and Services	Union Code	000
		Subfamily	Board Relations

Job Family & Subfamily Summary

Administrative Management and Services Professionals provides administrative support and assistance to one or many departments, administrative areas or executives.

Board Relations Professionals perform high level administrative and clerical functions for the Board of Trustees and other executives.

Job Summary

Manages the daily, weekly, and annual planning of the full board’s operations.

Representative Duties

1.
 - Manages all logistical aspects of bi-monthly Executive Committee meetings, full board meetings, orientations, board retreats, and Board of Governors meetings held at the university (i.e. coordination of location, catering, set-up, scripting, tele- and/or video conferencing, and all other vendors needed)
2.
 - In coordination with the AVP, Board Relations, manages the annual meeting time-line, master calendar of dates, and prepares meeting agendas, meeting notices, correspondence, and agenda materials for Executive Committee meetings, full board meetings, orientations and retreats
3.
 - Responsible for all aspects of event planning for the Board Relations Office, working with various members of the President’s Office staff and other university departments to coordinate all meeting and trustee special event logistics

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 4+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.