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| Job Title | Special Assistant to the Board of Trustees | Job Code | AS0224 |
| Pay Plan | A&P | Pay Grade | 22 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Administrative Management and Services | Union Code | 0 |
| | | Subfamily | Administrative Support |

Job Family & Subfamily Summary

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

Administrative Support Professionals performs administrative and clerical functions for various units. Duties include answering phones, greeting/referring/assisting visitors, customers, staff, or others, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, and providing high-level administrative assistance to executives.

Job Summary

Develops and implements board process and policies. Ensures proactive communication and provides executive level administrative support to the Board of Trustees, including the Board Chair and associated committees. Works closely with the President and senior leadership to ensure the Board is informed of university priorities and strategic initiatives. Establishes positive relationships with Board of Governors staff, the Board Chair, committee chairs and trustees in verbal, written and electronic correspondence. Functions as the primary contact for board meetings oversight of all meetings.

Representative Duties

1. Event/Meeting Coordination

- Responsible for event planning; working with various members of the President's Office staff and other university departments to coordinate all meeting logistics
- Organizes, engineers, and manages full board and committee meetings, including coordination of tele-and/or video-conferencing
- Creates an annual meeting timeline and meeting agendas
- Prepares and distributes meeting notifications, correspondence, and agenda materials
- Facilitates, plans and executes new trustee orientations and trustee retreats
- Oversees special invitations and special recognitions at board meetings

2. Administrative Relations

- Collaborates with the President and Senior Leadership Team in reviewing university priorities and strategic initiatives; provides strategic direction to the board and informs the board of other university activities and programs
- Manages and stewards board member relationships and develops strategies to increase board engagement
- Works effectively with the President's office to ensure board priorities and administrative initiatives are handled efficiently and correctly
- Provides recommendations to improve administrative processes based on research of best practices in board governance
- Liaison to Board of Governors staff and serves as historian and expert reference as issues and questions arise
- Supervises board committee support staff, board relations operations staff, and student intern position

3. Administrative Support

- Ensures that meeting minutes are properly recorded and formally reviewed to create official meeting records
- Works with staff to create and maintain electronic board books, providing timely provision of communications and supplemental materials prior to the meeting
- Maintains board information in multiple platforms, including website updates
- Develops and manages a process for tracking board member and committee assignments, membership terms, preference data and biographies
- Prioritizes action items for the Board Chair in collaboration with the President's Office
- Initiates and carries out plans and policies authorized by the Board
- Oversees resolution of project issues agreed upon by the board
- Collaborates on talking points for the Board Chair and the President
- Contributes to mailings, newsletters, and other materials for the board members
- Tracks operational expenses and provides immediate oversight of daily Board business operations and activities
- Works with staff for travel, accommodations, and transportation needs of the board
- Mails, tracks and follows up on the annual conflict of interest disclosure forms

Education, Experience, Skill Requirements

| | Required | Preferred |
|--|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 7+ years of relevant work experience with a Bachelor's Degree OR 5+ years of relevant work experience with a Master's Degree | | |
| Additional Requirements | | |
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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.