

WESTERN WASHINGTON UNIVERSITY
Executive Assistant to the President
Position Description
May 2008

- Policy researcher and advisor for the President, providing data and factual information related to on-going and emerging issues of importance to the university. Current examples:
 - Faculty Collective Bargaining (member of bargaining team)
 - Waterfront Committee & Planning
 - President's Planning and Resources Committee
 - Review budget and legislative materials

- Serve as a member of the President's Council and provide follow-up on Presidential and Council initiatives
 - Assist with meeting and retreat agenda planning
 - Coordinate joint meetings of President's and Provost's Councils
 - Coordinate appointment of committees
 - Coordinate Exceptional Effort Awards
 - Coordinate Presidential Scholars Awards

- Research and draft speeches and written public statements on behalf of and in consultation with the President. Examples:
 - Fall talks
 - Rotary and other community organization speeches

- Liaison on behalf of the President to campus, campus offices and committees, including:
 - Campus Community Coalition
 - Multicultural Advisory Board
 - Communications and Marketing Committee
 - Transition team

- Speak to groups (by invitation), representing the president's office
 - WWURA
 - Golden Key
 - Port Commission, City Council

- Chair and/or serve on search committees when directed by the President
 - Foundation searches (3)
 - 3 VP searches, EO Director search (2), Alumni Dir search (3), Special Events, Housekeeper (2), Assistant to Pres (3), Internal Audit, Government Relations, Communications Director.

- When directed by the President, provide background support to the Board of Trustees
 - Specific issues (eg: financing of higher education, faculty collective bargaining)
 - Western House
 - Talking points for Trustees' talks

- As designated by the President, and in conjunction with the Vice President for External Affairs, works on selected issues with external groups and individuals on behalf of the President including: the Higher Education Coordinating Board, the Washington Congressional Delegation, the Council of Presidents Office, AASCU, other higher educational institutions, and selected members of the legislature
- Manages the budget for the Office of the President (with Paula Gilman), and is responsible for administrative details and daily interactions and operations in assigned areas.
- Assists with internal and external communication from the Office of the President
 - Context newsletter (4-8 times per year)
 - Reviews articles for alumni, parent, foundation, and admissions publications.
 - “Crisis” communication
- Miscellaneous “other” that walks through the door.
 - Signature authority for positions and travel (etc) requiring the President’s approval
 - Signature authority for Campus Compact travel and meeting refreshments
 - Internal Audit reviews and management reports
 - Review requests to film on campus

Supervision

Maintain regular meeting times with the designated offices; exercise discretion for and assist in resolving day-to-day issues for the offices; signature authority for budgets; evaluation and supervision as required; determine which issues should be brought to the attention of the President.

- Support staff in the Office of the President
- Distinguished Lecture Series
- Office of Special Events (*shifted to Development summer 08*)
- President’s liaison to Directors who report to the President:
 - Office of the Internal Auditor
 - Washington State Campus Compact (statewide office)
 - Equal Opportunity Services (*shifted to Provost in spring 08*)