Family: Administrative Services
Level: PR3
Position Profile Title: Chief Assistant
Salary Grade: 7
Salary Range:
   Minimum:  $67,620.00
   Midpoint: $93,012.00
   Maximum: $118,404.00

PROFILE SUMMARY:
Positions in this job profile provide expert, professional assistance and support to executive-level administration on a wide range of highly complex, sensitive and confidential topics; research, analyze and provide recommendations regarding difficult, sensitive, important and wide-ranging policy areas; serve as the liaison to multiple committees and councils.

DISTINGUISHING CHARACTERISTICS:
The Chief Assistant is distinguished from the Executive Assistant by the range of impact of the responsibilities and interactions of the positions. Positions serve as the chief assistant to the President, Provost or Board of Directors, providing confidential research, analysis, consultation and project management of highly sensitive matters for the university.

PRIMARY POSITION RESPONSIBILITIES:
1. Provides strategic advice and administrative assistance to the President, Provost or Board of Directors in support of university goals, implementing priorities and time/resource allocation preferences.
2. Provides advice regarding the strategic use of the President’s, Provost’s or Board’s time; works with senior colleagues to recommend and secure alternate university representatives, as appropriate.
3. Assists with projects and tasks involving campus, regional and local initiatives, donor relations, alumni relations, and state and national organizations.
4. Drafts, establishes and maintains communications between the President, Provost and Board internal and external stakeholders and constituents, including the campus community, state, federal and local education entities.
5. Serves as liaison on behalf of the President, Provost and Board of Directors with key business leaders, donors, and various internal and external constituencies.
6. Works closely with senior writers in University Relations and Marketing, the OSU Foundation, and OSU Alumni Association on more personalized communications and presentations.
7. Supports the President’s Cabinet, Provost Council or Board of Directors including developing agendas, documenting decisions and assuring timely follow-up on action items.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; your job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:
- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions
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ACCOUNTABILITY:  
Results are defined by the President or Provost/Executive Vice President and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:  
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:  
  • Exchange routine, factual information and/or answer routine questions.  
  • Exchange detailed information or resolve varied problems.  
  • Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.  
  • Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.  
  • Resolve conflict, negotiate or collaborate on major projects.  
  • Handle sensitive issues and facilitate collaboration at the highest level.  
  • Develop and maintain relationships with key contacts to enhance workflow and work quality.  
  • Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:  
Bachelor's degree in related field.

Substantial executive administrative support experience, with progressively increasing responsibility, at an institution of higher learning or other similarly complex institution.

DISCLAIMER:  
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.