

## POSITION DESCRIPTION

### EXECUTIVE ASSOCIATE TO PRESIDENT/CHANCELLOR

The Executive Associate to the President/Chancellor is a senior level System administrator who serves as a member of the Executive Cabinet. Like other senior level administrators, the Executive Associate reports to the President/Chancellor. The Executive Associate advises the President/Chancellor on policy, procedural, operational and programmatic issues of the System.

The primary responsibilities of the Executive Associate are listed below; however, the list is not intended to be exhaustive:

- Provide oversight and serve as a liaison for the areas/units of Communications, Alumni Affairs, and the Southern University Museum of Art for planning and implementation of programs and projects that engage the University's stakeholders.
- Provides support to the President/Chancellor in his role as Secretary to the Board of Supervisors.
- Responsible for ensuring that various duties assigned to Executive Cabinet members and other staff are completed timely.
- Handling suggestions, recommendations, and resolving complaints sent to the President/Chancellor from internal and external constituents.
- Ensuring that various reports and requests from the Board of Regents and Board of Supervisors are submitted accurately and timely.
- Advises the President/Chancellor on various matters.
- Represents the President/Chancellor or various activities or occasions when requested.
- Prepares responses on behalf of the President/Chancellor.
- Assumes any other duties and responsibilities as assigned by the President/Chancellor.