



Special Assistant to the President President

PRES/2

JOB SUMMARY

This position provides specialized assistance to the President of Darton State College in the implementation of assigned programming.

MAJOR DUTIES

- Coordinates and oversees special projects as directed by the President.
- Provides information and advice to the President on a variety of issues and concerns.
- Informs the President of issues or concerns that need his or her attention.
- Represents the President before a variety of community or higher education organizations.
- Responds to campus or community concerns as directed by the President.
- Researches nationwide higher education best practices and develops recommendations for implementation.
- Identifies key student, faculty, staff and community stakeholders for participation in advisory activities; coordinates the work of stakeholder advisors.
- Develops desired outcomes; designs an assessment plan to measure programmatic effectiveness.
- Develops and institutes appropriate training programs for internal and external staff.
- Adjusts programmatic offerings based on assessments.
- Publishes and promotes results.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the campus community, its processes, procedures, and internal and external constituencies.
- Knowledge of motivational factors affecting individual and group behavior.
- Knowledge of public relations and marketing principles.
- Knowledge of program development, design, implementation and assessment.
- Knowledge of computers and job-related software programs.
- Skill in interacting with interdisciplinary teams for the purpose of needs assessment, program development, and program implementation.
- Skill in manages budgets and maintaining fiscal controls.
- Skill in identifying and resolving problems.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The President assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports, and observation of program activities.

GUIDELINES

Guidelines include the Board of Regents policy manual; the Americans with Disability Act, the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act, and the Higher Education Opportunity Act; Southern Association of Colleges and Schools Commission on Colleges policies and

procedures; and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops program guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied program management duties. The need to work with diverse constituencies contributes to the complexity of the position.
- The purpose of this position is to provide specialized assistance to the President in the implementation of assigned programming. Success in this position contributes to the efficiency and effectiveness of college operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, community members, students, representatives of other colleges and universities, representatives of the Board of Regents, contractors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.