

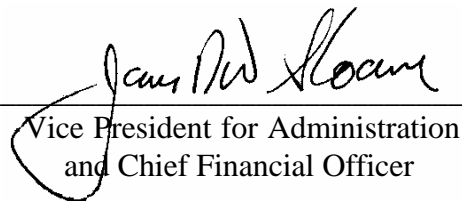
**ASSISTANT TO SENIOR EXECUTIVE**

This is administrative work of broad scope and considerable complexity under the general direction of a senior campus or system executive, i.e., Chancellor or Vice President. Positions in this class serve as the senior professional staff assistant to the chief executive of a University of Hawai'i campus or to a Vice President. Work involves responsibility for serving as the liaison and personal representative of the senior executive to the University community, senior University officials, legislators, state and federal officials, business community, and private individuals; and speaking on behalf of and representing the senior executive on matters which require the exercise of independent judgement and high level decision-making on subjects which do not align themselves in any specific academic/administrative/student/community service program areas or for programs which the senior executive has assigned the Assistant to oversee.

Work requires the use of professional ability, mature judgement and knowledge of the University and campus academic and non-academic programs as well as the organizational structure of the University system and the State government. Work also includes recommending appropriate action to the senior executive after reading and analyzing reports, recommendations, requests, and other submissions and documents and researching the issues; analyzing policies and procedures to identify potential problems and formulate resolution; developing public relations strategies for internal as well as external campus relations; briefing the senior executive for meetings and presentations with senior University officials, state/federal/foreign officials, private sector representatives, legislators, and regents. In addition, on behalf of the senior executives, coordinate the development and implementation of special programs and initiatives.

Work is evaluated for results obtained consistent with broad and general guidelines within which the position exercises wide judgement and discretion for decision-making. Work entails extensive contact with senior officials, national and international agencies and representatives, public and private sector officials, legislators and members of the Board of Regents and requires the exercise of considerable knowledge of University programs, policies, procedures, practices, and organizational structure of higher education; ability to exercise extreme tact, diplomacy, initiative, sound judgement, and communication skills; ability to establish and maintain effective working relationships; and ability to communicate effectively, both orally and in writing.

The establishment of the managerial class, Assistant to Senior Executive is approved effective October 10, 2002.



---

Vice President for Administration  
and Chief Financial Officer

Jan 9, 2003  
Date