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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

PLEASE POST
OR CIRCULATE

February 21, 1978

POSITION DESCRIPTION

Office of the President

Title/Rank: Executive Assistant to the President, beginning 1 July 1978

Job Description: The Executive Assistant to the President has the primary duties which follow:

1. Serve as the principal staff officer for the President.
2. Manage the day-to-day operations of the Office of the President.
3. Carry out internal and external liaison and representational responsibilities as assigned by the President.
4. Serve as the principal designated officer for University Relations, in both coordinative and line capacities;
 - a. Coordinate fund-raising activities of the University, and serve as chairperson of the University Relations Advisory Council; and
 - b. Provide administrative supervision of the operating units Alumni Services, Foundation Administration, University News Services (includes Photographic Services and the University Information Center), and University Graphics and Publications.

Term of Contract: Continuing-12-month, fiscal appointment.

Salary Range: \$27,000 - \$33,000

Qualifications Required:

1. Higher Education experience preferably in the areas indicated under "Job Description" preceding.
2. Masters Degree (minimum).
3. Knowledge of Illinois and the primary area served by the University.
4. Ability to interface with the various publics of the University (students, faculty, staff, parents, community leaders, legislators, etc.)
5. Demonstrated effectiveness in written and oral communication.
6. Effective management skills.

Source of Funds: State.

Closing Date for Applications: May 1, 1978

Apply to: Office of the President
Box 51A
Southern Illinois University at Edwardsville
Edwardsville, Illinois 62026

Employees of Southern Illinois University at Edwardsville who possess the required qualifications are encouraged to apply. SIUE is an equal opportunity/affirmative action employer, and is working to meet special needs of handicapped members of the University community.