



**Office of Human Resources
Job Description**

Special Assistant to Superintendent/President

Position Profile:

Under general direction, the Special Assistant to the President provides ongoing, direct and advisory support to the Superintendent/President. The Special Assistant addresses and assists in coordinating community college administration matters; extensively interfaces with the District's internal and external constituent stakeholders on behalf of the Superintendent/President, and assists in the preparation of Superintendent/President materials for the Board of Trustees. The Special Assistant serves as a member of the Superintendent/President's senior staff team, manages senior staff meeting agendas, works on assigned councils and committees, and provides guidance, direction and participation with policy formation and recommendations in accordance with applicable laws and regulations.

Primary Duties and Responsibilities:

- Provide ongoing and special project management assistance to the Superintendent/President for assigned projects.
- Facilitate and help to coordinate aspects of the management and day-to-day operations of the District and advise the Superintendent/President on various issues.
- Understand and assist with the administration of District Board of Trustees policies and administrative regulations.
- Work collaboratively and closely with senior staff, area leaders and departments to help enhance efficiency and effectiveness.
- Establish, foster and maintain successful relationships with others.
- Understand the dynamics of community-based interactions and networks.
- Coordinate the collection and facilitation of information on assigned projects.
- Collaborate with designated faculty, classified, management, students, and community members to ensure participatory governance components are supported in institutional and strategic planning processes.
- Assist with oversight of District's strategic planning process and serve as liaison.
- Perform related duties as assigned.

QUALIFICATIONS - Education/Experience

Have a Master's degree* from an accredited institution and academic leadership experience or equivalent. Two years of formal training, internship or leadership experience reasonably related to

the administrative assignment will be considered if academic leadership experience is not at the level of dean.

Must have sensitivity to and understanding of the diverse socio-economic, academic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities as these factors relate to differences in learning styles.

At least five years of experience in budget and project management is ideal. Experience within a community college environment is preferred.

*Applicant must meet the minimum qualifications of a faculty discipline at the college. To review the minimum qualifications for faculty disciplines, refer to Minimum Qualifications for Faculty and Administrators in California Community Colleges which can be found in the SMC website at:

<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>

Skills, Knowledge, and Abilities:

- Skill in written, oral and interpersonal communications and in reconciling divergent views points;
- Skill in resolving complex problems;
- Knowledge of and the ability to understand, interpret and apply relevant laws and codes;
- Knowledge of budget administration, contract management and project management principles;
- Ability to work cooperatively and collegially with others;
- Ability to think analytically, creatively, strategically and to have a big picture perspective;
- Ability to maintain a high level of discretion when working with confidential information and demonstrate sophisticated political savvy;
- Ability to successfully manage relationships and projects;
- Ability to demonstrate exceptional communications skill sets.