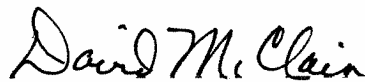


EXECUTIVE ASSISTANT TO THE BOARD OF REGENTS

This is executive staff work assisting the Secretary in the direction and provision of support services for the Board of Regents and the State Board for Vocational Education. The employee of this class may be delegated responsibility for serving as Secretary to the Postsecondary Education Commission. Work includes structuring agenda for meetings, attending meetings, and transcribing minutes of deliberations, ensuring the proper indexing and storage of records, and finalizing arrangements for meetings and official functions. Work entails researching financial plans and related program statistics at the request of functional committees and interpreting rules and regulations related to federal programs. Work also entails considerable contact with the University President's office, including senior systemwide academic and administrative officers, campus chancellors, academic and research personnel, state and federal officials, the public, and representatives of the various communications media, thereby requiring the incumbent to exercise sound judgment, tact, and diplomacy in the accomplishment of duties. Work is performed in accordance with state statutes covering public meetings and information and is reviewed by the Secretary for the achievement of desired results.

In accordance with the Board of Regents' action taken on March 15, 2002, this class is retitled to Executive Assistant to the Board of Regents, effective March 18, 2002.



Interim President, University of Hawai'i

05/24/05

Date