

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Assistant To/1123**

**Function and General Scope**

Manages and oversees the day-to-day constituency services and administrative support activities for executive-level officials. Acts as the primary point of contact for both internal and external constituencies, assists and represents the executive-level official in communicating with constituents, and handles multiple incoming issues and concerns, as they arise. Managing a variety of administrative, fiscal, staff support and special projects, that may have University or State wide impact.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in business administration or other relevant field AND five (5) years of managing administrative support experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.