

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Executive Assistant/1105**

**Function and General Scope**

Under administrative direction, positions assigned to this class have responsibility for serving as the principal assistant to an executive-level administrator (President, Vice President, Provost, Vice Provost, or Board of Regents). In this capacity, positions advise, assist, and have authority to represent the administrator on a wide range of management, programmatic, and operational issues affecting both the institution and its community constituency and provide integrated liaison and follow up on behalf of the administrator.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree and six (6) years of experience directly related to the specific duties and responsibilities of the position. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. Some positions may require an advanced degree as determined by specific position requirements.