

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE EXEMPTION CRITERIA SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Special Assistant/1426**

Function and General Scope

Positions assigned to this class report to an executive-level administrator (President, Vice President, Provost, Vice Provost, or Board of Regents) and are responsible for undertaking significant planning and project responsibilities. In this capacity, positions advise, assist, and have authority to represent the administrator on 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 Master's degree and three (3) 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.