



## Job Description

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<b>Job Title:</b>	Assistant to the VP of Institutional Advancement & Liaison to International Communities	<b>Grade:</b>	P
<b>Department:</b>	Institutional Advancement	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

The Assistant to the VP of Institutional Advancement will be responsible for activities and projects as specified by the Vice President. Notably, the position will support activities related to the cultivation and engagement of Charlotte's international community, use of technology to improve key procedures, and support for the arts.

### **Characteristic Duties and Responsibilities**

1. Coordinates measures to broaden college ties to Charlotte's international communities.
2. Spotlights members of Charlotte's international community through WTVI interviews and programming.
3. Oversees the development and staffing of a president's international advisory council.
4. Provides assistance in arts-related programming and events conducted by the CPCC Foundation.
5. Provides assistance in projects related to improving unit efficiency and functionality through the use of technology.
6. Performs other duties as assigned by the VP of Institutional Advancement.

### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President of Institutional Advancement  
**Direction Given:** Provides functional guidance to staff as related to projects

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution and six years of experience in higher education administration, communications, planning, and management

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of higher education processes and best practices  
Knowledge of the strategic planning process and strategic planning ability  
Ability to make a professional presentation as a college spokesperson  
Excellent communication and interpersonal skills  
Strong project management skills  
Familiarity with Charlotte's international community

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. April 2014



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Knowledge of basic budgeting and accounting principles  
Strong technical skills  
Leadership and supervisory skills

### **Working Conditions:**

Typical office environment