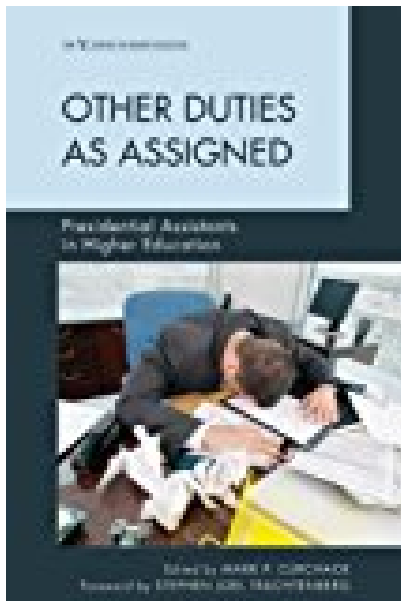


Other Duties as Assigned Presidential Assistants in Higher Education The ACE Series on Higher Education



BOOK DETAILS

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BOOK SYNOPSIS

The position of presidential assistant is relatively new in the world of higher education and can still be a very hard-to-define occupation. In *Other Duties as Assigned*, veteran presidential assistants from all types of institutions describe the varied duties and responsibilities that they hold. The chapters span analyses of career paths, of gender, and of personal characteristics, as well as practical issues such as writing speeches, handling complaints, serving as the board secretary, and raising funds. The contributors have based their writing both on their experiences and on data from a national survey of the profession. This book is a seminal body of work that gives a comprehensive understanding of the many dimensions of presidential assistants, as well as providing practical advice about several key features of the role. As such, *Other Duties as Assigned* serves as a reference to existing presidential assistants as well as a guide to presidents contemplating the creation of such a position.

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