

## Administrative & Clerical Support Group

### General Recommendations and Title Conversions

Recommendation	Current ACC Title	Reporting Order
<b>Executive Assistant to President/Board</b>	Assistant to the President Assistant to the Board	Reports to President
<b>Executive Assistant</b>	Executive Assistant	Reports to VP, AVP, Provost
<b>Sr. Administrative Assistant</b>	Sr. Administrative Assistant Administrative Assistant III	Reports to Dean, Executive Dean, Executive Director, Campus Dean
<b>Administrative Assistant III</b>	Administrative Assistant III Technical Office Assistant III Technical Office Assistant II Administrative Assistant II	Reports to Dean, Director, Department Chair, Manager, Supervisor, Campus Student Dean, Campus Manager
<b>Administrative Assistant II</b>	Technical Office Assistant I Administrative Assistant I Sr. Clerk	Reports to Director, Manager, or Supervisor
<b>Administrative Assistant I</b>	Clerk	Reports to Director, Manager, or Supervisor

Based on the job duties, the intent of the organization structure is to have one Sr. Administrative Assistant in a division and to have Administrative Assistant III's supporting a department.