Title: **Chancellor's Office & Board Events Assistant**

Unit: **Confidential**

Job Code: L1754
Original Date: 11/2026
Last Revision: 11/2026
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 24

DEFINITION

Under the direction of the Director of the Chancellor's Office, the Chancellor's Office & Board Events Assistant performs a wide variety of complex, confidential, and specialized administrative support duties in planning, coordinating, and executing meeting logistics, clerical preparations, and official events for the Board of Trustees and the Chancellor's Office; managing room setups, technology, catering, agenda compilation, binder/packet preparation, and operational logistics for Board of Trustees regular meetings, Board retreats, District Governance Council (DGC) meetings, and other meetings involving the Board of Trustees or originated by the Chancellor; coordinating official ceremonies, receptions, protocols, and public functions on behalf of executive leadership; serving as a primary operational liaison between the Chancellor's Office, Board members, Chancellor, and external vendors; tracking event and meeting event budgets, processing invoices, requisitions, and vendor agreements; establishing and maintaining complex, interrelated hard copy and electronic filing systems and records; ensuring compliance with applicable Ed Code regulations, open meeting standards, and District guidelines; and performing related work to maintain office, meeting, and district operations as assigned.

DISTINGUISHING CHARACTERISTICS

The Chancellor's Office & Board Events Assistant reports to the Director of the Chancellor's Office, the Chancellor, and the Board of Trustees, is actively involved in collective bargaining, and participates in the development, presentation, and/or recording and maintenance of collective bargaining proposals. This classification requires substantial confidentiality, discretion, tact, diplomacy, independence, judgment, and initiative in managing high-visibility institutional functions, governance meetings, executive retreats, and associated clerical documentation. Incumbents serve as the primary logistical and clerical support coordinator for Board of Trustees regular meetings, Board retreats, District Governance Council (DGC) meetings, Chancellor-originated meetings, official ceremonies, and trustee receptions, collaborating closely with administrative staff across campuses. Incumbents may be required to attend meetings and executive functions, including public and closed session meetings or Board of Trustees retreats.

EXAMPLE OF DUTIES

1. Coordinate complete operational and physical/virtual logistics for Board of Trustees regular meetings, Board retreats, District Governance Council (DGC) meetings, and special meetings involving the Board or originated by the Chancellor; oversee travel reservations as needed, layout setup, AV/technology, recording needs, etc.

2. Manage complete clerical and secretarial preparations for official meetings, including organizing, assembling, reproducing, binding, and distributing meeting packets, physical binders, rosters, agendas, and presentation handouts for Board members and executive staff.

3. Plan, organize, and coordinate logistics for official Chancellor, Board, and executive events, including installations, commencements, community receptions, VIP visits, and Chancellor initiated or mandate district-wide ceremonies in concert with other divisions.

4. Secure venues, arrange catering, arrange and coordinate AV/technical support, transportation, equipment rental; negotiate service details with external vendors, district IT, and coordinate with either internal or external parties and campus facilities staff.

5. Manage event invitations, RSVP tracking, VIP guest protocols, seating charts, and special accommodation requests for internal and external stakeholders.

6. Monitor, track, and audit meeting and event expenditures, processing purchase requisitions, contracts, vendor invoices, and hosting expense reimbursements in compliance with District policies, and coordinate with the Financial Technician for payment.

7. Direct on-site meeting and event execution, registration, greeting, room set up, physical setup, troubleshooting, and breakdown to ensure smooth operations, in concert with respective internal and external stakeholders.

8. Work collaboratively with Executive Assistants, campus event coordinators, public information officers, and campus safety personnel, District Police and other to align parking, security, and facility access across district locations.

9. Independently interpret and apply District Administrative Procedures, Board Policies, Education Code regulations, and open meeting guidelines regarding public meetings, facility usage, and ethics rules when outside vendors are involved in partnership with internal and external stakeholders.

10. Maintain complex filing systems, historical event archives, vendor contracts, and confidential records; may provide work direction and training to event staff, student assistants, or temporary personnel; and perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Clerical Preparation & Document Production Standards
Communication & Public Relations Leadership
Educational & Legal Governance
Event Planning & Institutional Protocol
Event Budgeting & Vendor Contract Administration
Institutional Governance & Board Meeting Logistics
Office & Information Management
Software & Technical Applications

Skills and Abilities:

Board Binders & Meeting Packet Assembly
Board Retreats & DGC Operational Coordination
Confidentiality & Discretion
Dignitary Protocol & VIP Hospitality
Governance Meeting Logistics & Clerical Preparation
Leadership & Lead Direction
Policy & Regulatory Application
Vendor Negotiation & Budget Tracking

Training and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in Hospitality Management, Public Relations, Communications, Business Administration, Public Administration, or a closely related field, and two (2) years of increasingly responsible experience coordinating large-scale events, public/governance meeting logistics, clerical meeting preparation, or executive administrative support in a public agency or educational institution.

OR

Any combination of training and experience equivalent to: graduation from high school (or equivalent) supplemented by college-level coursework in event coordination, marketing, or business administration, and four (4) years of increasingly responsible event management or executive administrative support experience, including at least two (2) years in a public agency or higher education setting.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office. May require travel between District sites.