



EXECUTIVE ASSISTANT TO THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS
INTERNAL SEARCH QUESTIONNAIRE

Name: [Click here to enter text.](#)

Shoreline SID: [Click here to enter text.](#)

Current Position: [Click here to enter text.](#)

How long have you been in this position? [Click here to enter text.](#)

How long have you been working at Shoreline? [Click here to enter text.](#)

Shoreline email address: [Click here to enter text.](#)

Please describe how you meet the following qualifications for this position:

- *Bachelor's degree from an accredited institution OR equivalent education/experience*

[Click here to enter text.](#)

- *Four (4) years of progressive administrative and/or administrative support experience*

[Click here to enter text.](#)

- *Experience managing and/or supervising*

[Click here to enter text.](#)

1. Based on the position description, please describe three aspects of your previous experience that make you uniquely qualified to succeed in this position.

[Click here to enter text.](#)

2. One of the challenges the Executive Vice President for Academic and Student Affairs faces is seeing that all the work is done satisfactorily in a multitude of areas, including enrollment management, faculty tenure committees, campus and state committee leadership, class schedule and catalog development, faculty and instructional administrator hiring, accreditation of the college, outcomes assessment, handling faculty and student complaints and grievances, mentoring Deans and Directors, and assisting the President on college work with the Board of Trustees or public. With this breadth and quantity of work, what strategies would you use to help make the workload as manageable as possible?

[Click here to enter text.](#)

3. Please describe a time when you had to make an executive-level decision in the absence of your supervisor. What was the situation, what was your decision, and what was the outcome?

[Click here to enter text.](#)

4. This position serves a very diverse population. Please provide a specific example from your experience working with diverse groups. Describe some things that are important to consider when dealing with people from backgrounds, cultures and abilities that differ from your own.

[Click here to enter text.](#)

5. Given the position description, please describe one aspect of the job you think might be most challenging given your previous experience.

[Click here to enter text.](#)

6. Do you have any questions about the position?

[Click here to enter text.](#)