California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Director for Presidential Initiatives

The Director for Presidential Initiatives is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the University President**.**

The Director for Presidential Initiatives develops and implements presidential initiatives and carries out special projects. The Director conducts research projects and data analysis at the direction of the President. Gathers, investigates, and/or studies issues related to university-wide operations. Develops and implements Presidential scholarship programs. The Director chairs or co-chairs committees whose charge is to develop and implement presidential initiatives and conducts presentations on presidential initiatives or special projects to the Foundation Board, community, campus, and others. The Director assists the President with Retention, Promotion and Tenure evaluations. In partnership with the Special Assistant, The Director represents the President's Office on campus event committees including but not limited to the Commencement Committee, the Freshman Convocation Committee, the Fall and Spring Address Committees, the Investiture/Inauguration Committee and the Presidential Transition Team. In coordination with the Special Assistant, the Director develops a budget for initiatives, special projects and events and oversees arrangements for special events.

The Director for Presidential Initiatives is a member of the President's Cabinet and consults with the Vice Presidents regarding special projects and presidential initiatives. The Director serves as the Policy and External Audit Coordinator and coordinates the development, revision, and maintenance of University policy. They lead policy development and revision through coordination and project management and assists with drafting, revising and reviewing policy. The Director maintains the repository of University policies. The Director coordinates with the Vice President for Business and Finance, to gather materials requested by external auditors. In addition, the Director for Presidential Initiatives prepares for accrediting agency visits, compiles documents for Public Records Act requests, and drafts briefs and reports on special projects.

REQUIRED QUALIFICATIONS:

- Undergraduate degree required.
- Minimum 10 years of full time, experience in positions of increasing responsibility in institutions of higher education. Experience must demonstrate superior research, analytical and writing skills; expertise in developing interactive and dynamic presentations; ability to synthesize complex issues for both expert and non-expert audiences; advanced communications skills; strong organizational and consensus building skills; and experience supervising other employees and serving as a lead project manager.

PREFERRED QUALIFICATIONS:

- Masters preferred.

SPECIALIZED KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate must have the ability to:

- Maintain confidentiality and act with the utmost discretion and tact
- Manage multiple and complex issues simultaneously
- Conduct and compile research and theoretical findings to support analytical analyses and recommendations
- Gather, organize and analyze complex data for reporting purposes
- Prepare outstanding, clear and understandable reports and presentations
- Possess superior writing and oral communication skills
- Demonstrate strong skills and abilities in using technology a variety of technology applications including but not limited to: Microsoft Office Suite, Poll Everywhere, organizational chart software, and various social media platforms

- Establish and maintain cooperative working relationships with individuals/groups contacted in the course of work, including all individuals/groups within a diverse, multicultural community
- Work independently and be a self-starter/trainer, without benefit of ongoing instruction or guidance

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page: http://www.calstate.edu/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf

Anticipated Starting Date and Application Procedure: Position is open until filled. Initial screening of candidates will begin on August 1, 2016 and will continue until the position is filled. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a curriculum vitae with a cover letter addressing qualifications, as well as names and contact information for at least five professional references using one of the following methods:

Email:	Mail:	Fax:
sreagers@csustan.edu	California State University, Stanislaus Attention: Human Resources One University Circle, MSR 320 Turlock, CA 95382	(209) 664-7011

For questions, please call (209) 667-3652 or email sreagers@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

The annual Campus Security and Fire Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and, campus fire statistics. You can obtain a copy of this report at: https://www.csustan.edu/upd/crime-statistics. To request a printed copy call: (209) 667-3572; fax: (209) 667-3104; or email: public_safety@csustan.edu. Information regarding campus security reports at other locations can be found at: http://ope.ed.gov/security/. Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at: www.csustan.edu/upd/pages/campuscrimestatistics/index.html.

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

July 18, 2016