



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

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

Special Assistant to the President

The Special Assistant is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the University President.

The Special Assistant to the President works closely with the University President to perform a broad array of tasks. The incumbent works in a collegial manner with Vice Presidents, senior managers, and university employees and partners and must be able to convey the President's goals and directives clearly and precisely. The Special Assistant has oversight of the operations of the President's Office, policy development, coordination, and maintenance, as well as the coordination of external audits. The Special Assistant plans, organizes, and implements special studies or reports; drafts compelling written documentation in support of various initiatives; and prepares case studies, statements, articles, or letters that clearly and concisely document the facts and propose options for implementation or resolution.

The Special Assistant works closely with the President to support his priorities and handles information with the utmost discretion, tact, and confidentiality; builds working relationships; coordinates initiatives and priorities within the framework of competing needs, regulations, policies and other considerations; tracks status and keeps the President informed; evaluates materials submitted to the President for approval; advises on conflicts of interest; and prepares delegations of authority.

The Special Assistant serves as the liaison to the Chancellor's Office and the CSU Trustees' Secretariat; reviews Executive Orders and other communications from the Chancellor's Office and ensures timely implementation and responses. The Special Assistant is a member of the President's Cabinet and serves as the liaison to the Vice Presidents, university employees, and other campus constituencies; supports the Vice Presidents and their staff in their efforts to implement the President's goals or to address specific requests and assignments from the President; assists with policy development and implementation; and tracks status of assignments.

The Special Assistant serves as liaison and the policy group's point of contact during emergencies and critical incidents; serves as liaison to the Foundation and Auxiliary Business Services, assists with the development of agenda items and ensures compliance with auxiliary and university policies; serves as liaison to off-campus constituents and coordinates initiatives and requests with the President's priorities; and oversees arrangements for special events and visits.

The Special Assistant oversees the operations of the Office of the President; supervises the Confidential Office Support and Executive Correspondence Officer; handles absence reporting and approval; oversees office budget, various accounts, travel, and other requests of the Vice Presidents; coordinates the President's priorities with the calendar, correspondence, sponsorship requests and events; oversees property inventories, archives and other administrative operations of the office; and oversees the office's business continuity plan.

Qualifications and Knowledge, Skills and Abilities:

A Master's degree is preferred. Undergraduate degree required. Progressively responsible experience or equivalent education that demonstrates 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.

The successful candidate must have demonstrated ability of the following:

- Maintain confidentiality and act with the utmost discretion and tact;
- Manage complex issues simultaneously;
- Develop appropriate recommendations based on the evaluation of research results;
- Gather, organize and analyze complex data for reporting purposes;
- Prepare clear and understandable reports and/or presentations;
- Communicate clearly and concisely (orally and in writing);
- 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/Benefits/Summaries/2007_MPP.pdf

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of October 5, 2015. 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 writing sample, a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

<p>Email: VTaylor@csustan.edu</p>	<p>Mail: California State University, Stanislaus Attention: Veronica Taylor One University Circle, MSR 320 Turlock, CA 95382</p>	<p>Fax: (209) 664-7011</p>
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For questions, please call (209) 667-3373 or email VTaylor@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.

September 14, 2015; REV 10/8/15