CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ◆ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: EXECUTIVE ASSISTANT TO THE VICE PRESIDENT **JOB #15/31**

(Classified as: Confidential Office Support, PSL III)

Full-time position available on or after November 16, 2015 in the Office of the Vice President of University Advancement.

ESSENTIAL DUTIES: Under the general direction of the Vice President, this position will independently perform advance level administrative support duties. The incumbent will provide a high level of customer service and professional representation. The incumbent will be responsible for a variety of sensitive and confidential information and assignments has access to confidential information which contributes significantly to the success and development of management positions. Duties include, but are not limited to:

- Respond to or initiate telephone, email and in-person correspondence and inquiries. Address issues independently as necessary or make inquiries or referrals when appropriate.
- Coordinate calendars and prioritize matters requiring the Vice President's attention. Assist on projects and initiatives related to the division and university's mission.
- Serve as a senior reference resource and point of contact for various high level constituents, including donors, Foundation Board members, legislatures, business leaders, community leaders, faculty and administrators. Act as primary contact and coordinate all matters related to schedules, meetings and activities.
- Analyze and meet the administrative demands, multi-tasking to effectively handle a rapid pace of activity and frequently changing priorities.
- Identify, recommend and develop procedures to ensure policy compliance. Serve as representative for safety and emergency preparedness activities.
- Promote improvements to operation efficiencies and manage routine updates to the operational procedures manual reference guide.
- Participate in the planning and development University Advancement activities. Serve as the division's liaison to internal and outside constituents.
- Serve as the primary contact for placing work orders for services on campus. Maintain department facilities, equipment, and supplies.
- Oversee the administration of budgetary monitoring, which includes coding accounts payables, expense reconciliation, and operating budget preparations.
- Monitor and administer the Vice President's budget and expenditures. Coordinate travel details, prepare travel requests and expense reimbursement claims.
- Process invoices and expense reports, and track all documentation specific to expense reimbursement.
- Participate in the preparation and implementation of budgetary controls, tracking and reconciliations of the division's operating budget.
- Independently determine appropriate account codes used for account payables. Track and reconcile division's expense reports.
- Reconcile monthly statements for all Pro Cards (credit cards).
- Work closely with the Director of University Advancement Operations and Financial Services to resolve any reconciliation discrepancies.
- Maintain all correspondence as assigned relating to confidential HEERA negotiations and employer-employee relations information.
- Serve as division's primary liaison to Human Resources and Faculty Affairs activities. Oversee and maintain division's confidential files.
- Oversee and coordinate staff search activities (job postings, candidate appointments and interviews). Prepare all new hire documents for submission to Human Resources.
- Coordinate routine updates to job descriptions. Oversee updates to the organizational chart and Division of Responsibilities chart.
- Track and submit performance review evaluations to Human Resources.
- Oversee the recruitment of student assistants. Provide leadership and training to student assistants. Oversee and report monthly payroll reports.
- Participate as an active team member in weekly staff meetings, program and event planning sessions, events, activities, and procedural updates.
- Provide monthly report of activities, budget planning, and maintenance of historical records, and perform other duties or projects as assigned.

QUALIFICATIONS:

- A High School diploma or equivalent is required. Bachelor's degree or equivalent administrative work experience involving the development or improvement of administrative policies, procedures, practices or programs, preferred.
- Must have three years of progressively responsible administrative, analytical and development work experience with duties involving: executive-level administrative support; administration of budgetary controls and analytical reconciliations; development of procedures to ensure policy compliance and promote operational efficiencies; and management of staffing activities. Five or more years of demonstrated executive-support and budgetary controls management experience working in the professional field of university advancement preferred.

SPECIALIZED SKILLS AND ABILITIES:

- Demonstrated analytical skills, sufficient to identify problems in a multi-faceted way in order to develop and participate in implementing innovative solutions for a variety of projects.
- Demonstrated financial analysis skills applied to budget preparations, expense coding and reconciliation reports. Ability to interpret and apply policies, rules and regulations.
- Demonstrated good judgment and discretion with confidential and sensitive information. Ability to manage stressful situations with tact, diplomacy and sound judgement.
- Strong organizational and time management skills, affording the ability to work concurrently on multiple tasks.
- Ability to meet deadlines, anticipate needs, follow-through, while handling frequent interruptions and rapidly shifting priorities.
- Ability to work independently, or in a team environment, to accomplish goals within established deadlines.
- Excellent interpersonal skills to interact effectively with a wide variety of individuals, and respond flexibly and positively in difficult circumstances.
- Proficient use of all Microsoft Office applications and Outlook. Experience managing executive calendars and coordinating travel.
- Thorough knowledge of grammar, spelling, and punctuation; communicate with excellent conversation and writing skills.
- Ability to be self-motivated, punctual and reliable. Possess a valid California Driver's License. Ability to work outside standard hours as occasionally requested.

SALARY RANGE: $3,032 to $6,064 per month plus excellent paid benefits.

POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN SEPTEMBER 28, 2015.

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), a resumé, and a cover letter to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please contact Mary Hartsfield: at (209) 667-3380

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, credit 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.

Applicants requiring necessary accommodations to the application process may contact Human Resources 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.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

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. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

8/31/15