



POSITION DESCRIPTION

Department:	Office of the President University Relations
Classification Title:	Confidential Administrative Support II
Working Title:	Executive Assistant to the Vice President for Strategic Initiatives and Advocacy
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The vice president for strategic initiatives and advocacy reports to the president and is a cabinet level executive responsible for cross campus initiatives as well as state, federal and community relations. The Office of the Vice President is committed to the pursuit of academic excellence, student success, service, and community partnership through innovative leadership and collaboration. The Executive Assistant to the Vice President provides support to the vice president and indirectly the vision of the university president and the “Learn by Doing” education experience.

Reporting directly to the vice president, the executive assistant provides administrative support to the Vice President and the Office of University Relations. The Office of University Relations includes community relations, economic development and federal and state relations. This position is required to represent the vice president with respect to meetings and consultation and participate as a member of taskforces and projects centered around key initiatives. The incumbent will perform professional duties in support of the day-to-day fulfillment of responsibilities and commitments of the vice president and the Office of University Relations and the position will have ongoing contact with cabinet level executives, boards, and constituency groups. Work is specialized and of a highly sensitive and confidential nature requiring access to a variety of sources of information, including but not limited to: strategies, executive personnel records, financial records, and progress reports for campus programs and projects. Work assignments affect the overall management of the Office of the Vice President and university. This position always requires the full awareness of the vice president’s priorities and in-depth knowledge of the functions of the Office of University Relations as related to the overall campus environment and California State University system.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Manage the daily requirements of the vice president with regards to calendar, scheduling, communications, travel, conflict resolution, research and other professional activities. Provide high-level administrative support to the vice president.
2. Independently assess requests based on the knowledge of strategic priorities for the vice president and prepare sensitive and complex materials, analysis, reports, correspondence and briefing packets, both planned and impromptu as necessary for meetings, conferences, phone calls and university communications.
3. Review, prioritize, consult and provide guidance to the vice president on university functions, attendance and engagement needs.
4. Assist with long-range strategic planning, analytical studies, research, campus and community relations, and policy development.

5. Work in conjunction with members of University Relations as a functioning member of taskforces and projects including committees such as the Local Economic Development Committee and the University City Taskforce to draft communications, report writing, data analysis and coordinating of results in projects that are university related initiatives.
6. Support the Office of University Relations with special requests for logistical as well as administrative support.
7. Primary point of contact for all travel arrangements, reimbursements and any additional accounting transactions for the Office of University Relations.
8. Work closely with the vice president on projects related to publication materials, awards, public displays, public relations materials, university matters, and presidential commitments including drafting communications, managing email accounts and requests, and responding to inquiries.
9. Provide high-level administrative support to the vice president regarding university matters of a highly confidential nature, often times regarding emergencies or information that are time-sensitive, requiring the highest level of confidentiality.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to graduation from a four-year college or university and three (3) years of progressively responsible administrative experience. A graduate degree may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses, Certificates, Credentials:

- Driver's License by date of hire.

Required Skills, Knowledge, and Abilities

- Expertise interacting with, and acting as a representative for high-level executives.
- Demonstrated successful executive support skills, including considerable independent judgment, strong ability to anticipate needs and address them proactively, and ability to use discretion and make sound decisions having a broad administrative impact and implications.
- Demonstrated ability to understand the functions of the Office of the President, university infrastructure, and policies and procedures.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with constantly fluctuating and time-sensitive deadlines.
- Highly developed ability to demonstrate sound judgment, creditability, and integrity. Ability to act in a highly discreet manner in the conduct of responsibilities.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Demonstrated ability to maintain a high degree of confidentiality in the performance of duties. Strong knowledge of organizational and management structures.

- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University by providing a high degree of professionalism, diplomacy and discretion in dealing with people occupying diverse positions and from diverse population and with those from various cultural background.
- Demonstrated ability to communicate and interact discreetly and effectively with senior administrators, faculty members, student staff members, alumni and members of the general public with regard to a wide variety of subjects and matters.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Ability to work effectively in a high-level, high-profile, and fast-paced environment, with frequent interruptions and multiple levels of activity and priorities, while maintaining professional composure.
- Thorough knowledge of English grammar, spelling and punctuation.
- Excellent computer and technology skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, virtual meeting platforms, Internet as well as online calendaring and email.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.

Preferred Skills and Experience

- Prior work experience as a secretary, executive secretary or senior level staff assistant.
- Proficiency in both Microsoft and Apple Operating Systems.
- Proficiency in Microsoft Office Suite, Zoom.
- Graduate degree.
- Extensive work experience involving staff support and interaction with senior academic and/or corporate officers.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- 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.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME

SIGNATURE

DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

JESSICA DARIN

IMMEDIATE SUPERVISOR NAME AND TITLE SIGNATURE

DATE

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

Jessica Darin, Chief of Staff

DEPARTMENT HEAD NAME AND TITLE

SIGNATURE

DATE

HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: CAS II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1176_02
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: C99
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/a
<input type="checkbox"/> COI Position		Classifier Initials: AT
Recruitment Number: _____		Date: 10/08/24