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| Employee Name: |  | Fresno State ID # |  |
| Classification: | Administrative Analyst/ Specialist – Exempt I | Working Title: | Executive Assistant |
| Prepared By (MPP/Chair): | Debbie Adishian-Astone | Department: | Office of the VPA/CFO |
| Bargaining Unit: | R09 | FLSA Status: | Exempt | Date Prepared: | August 19 2024 |

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| **POSITION DESCRIPTION** |

**Overview:**

The Executive Assistant to the Vice President for Administration and Chief Financial Officer provides executive support to the VPA/CFO and supports strategic initiatives and special projects for the Office of the VPA/CFO and Division of Administration and Finance. This position is responsible for administrative support functions for the California State University, Fresno Athletic Corporation Governing Board including all standing committees.

Work is performed under general direction and general supervision. In the execution of assigned work, the incumbent may be delegated the authority to communicate with other key constituents on behalf of the VPA/CFO.

**Major duties of the job include:**

The duties and responsibilities of this position include a full range of work that is complex and related to analysis, development and effective communication to a diverse group of individuals. This position also requires independent judgment and discretion. This position is unique to other positions included in the classification given the relationship with external board members and major University donors.

Job duties include:

* Coordinates the annual meeting calendar for the Athletic Corporation Board and all standing committees.
* Drafts, reviews and distributes required meeting notices, agendas and meeting packets, which requires the knowledge base of policies and procedures that include specific and specialized requirements to ensure compliance.
* Coordinates with colleagues in the preparation and development of agenda item summaries, provides feedback and guidance regarding documents needing board review and approval.
* Plans, evaluates and coordinates all aspects of board meetings, including identifying the appropriate meeting location and securing the reservation, collaborates with University Dining Services for identified catering needs and proactively ensures attendance of each respective board member in an effort to confirm the required quorums.
* Produces official minutes of all Board and Committee meetings; Responsible for historical archiving of minutes and meeting documents.
* Responsible for ensuring updated documents are forwarded to the CSU Chancellor’s Office, as required.
* Responsible for research and preparation of various reports and resolutions, interpretation of data as required to assist the VPA/CFO.
* Communicates on behalf of and/or serves as liaison for the VPA/CFO with senior campus administrators, community leaders, and the general public.
* Helps to receive visitors, telephone calls, and correspondence directed to the VPA/CFO and makes appropriate referrals.
* Responsible for the VPA/CFO calendar and travel.
* Collaborates effectively with other administrative staff around the campus, especially with the administrative staff supporting the President's Cabinet.

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| Who Supervises this Position: | Debbie Adishian-Astone, Vice President for Administration & Chief Financial Officer |
| Who is Responsible for completing the Performance Appraisal: | Debbie Adishian-Astone, Vice President for Administration & Chief Financial Officer |
| What other classifications does this position supervise or provide lead, work oversight: | none |

**Knowledge, Skills, and Abilities:**

Knowledge of:

* General knowledge and skills in office administrative support functions, with a foundational knowledge of public administration principles, practices, and methods.
* Computer office systems and ability to use a broad range of technology, systems, and software packages

Skill/Ability to:

* Take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
	+ - Demonstrated ability to effectively interpret, organize, and present information and ideas in written and presentation form.
		- Administrative work experience involving research, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices or programs.
		- Excellent analytical skills to address problems using reasoning and the interpretation and application of theories and principles to develop and recommend alternatives and best courses of action.
* Create, analyze and evaluate program information and provide data for review in developing and implementing strategies to enhance processes to meet programmatic goals.
	+ - Excellent written and verbal communication skills working with audiences throughout various levels of an organization from individual contributors to executive leadership.
* Excellent organizational skills with attention to detail.
	+ - Excellent interpersonal skills with ability to work collaboratively and effectively with a diverse faculty, staff and student population; promote a positive, service oriented collegial work environment; establish and maintain effective working relationships with a variety of individuals.
		- Proven experience prioritizing and organizing tasks and projects, including handling multiple priorities.
		- Proven experience creating detailed action plans and executing while meeting or exceeding deadlines.
		- Proven ability to maintain effective working relationships and effective collaboration with others.
		- Proven experience leading special projects and initiatives with university-wide or organizational-wide scope.
* Demonstrated ability to use considerable judgment, integrity and discretion including dealing appropriately with confidential information and sensitive matters.
* Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved. Expertise in problem solving; researching and analyzing problems with a broad administrative impact; Ability to anticipate problems and address them proactively.
* Demonstrated ability to effectively interpret, organize and present information and/or ideas in written or presentation form to management, public groups and/or Governing Boards/Bodies.
* Skilled at performing standard business math, tracking financial data, making projections and recommendations.

**Education and Experience:**

* Bachelor's degree from an accredited college or university and/or equivalent training and administrative work experience.
* Two years of experience providing high-level administrative support to an Executive, Vice President, Dean in a large, complex department or organization.

**Preferred Knowledge and Skills:**

* Prior experience in providing support to boards and standing committees.
* Advanced knowledge and skill with Microsoft Office and Google Suite; proficient user of business-related email and calendaring.
* Proficiency with online and cloud-based collaboration tools.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

* 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](http://www.calstate.edu/eo/EO-1083.html) as a condition of employment.
* This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html).

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| Employee Name: |  | Position: | Executive Assistant |
| Department: | Office of the VPA/CFO | Date Prepared: | 8/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

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|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting |[ ] [ ] [ ] [x] [ ]   | 12. Lifting or carrying |  |  |  |  |  |
| 2. Standing |[ ] [x] [ ] [ ] [ ]   | A. 10 lbs. or less |[ ] [x] [ ] [ ] [ ]
| 3. Walking |[ ] [x] [ ] [ ] [ ]   | B. 11 to 25 lbs. |[x] [ ] [ ] [ ] [ ]
| 4. Bending Over |[x] [ ] [ ] [ ] [ ]   | C. 26 to 50 lbs. |[x] [ ] [ ] [ ] [ ]
| 5. Crawling |[x] [ ] [ ] [ ] [ ]   | D. 51 to 75 lbs. |[x] [ ] [ ] [ ] [ ]
| 6. Climbing |[x] [ ] [ ] [ ] [ ]   | E. 76 to 100 lbs. |[x] [ ] [ ] [ ] [ ]
| 7. Reaching overhead |[x] [ ] [ ] [ ] [ ]   | F. Over 100 lbs. |[x] [ ] [ ] [ ] [ ]
| 8. Crouching |[x] [ ] [ ] [ ] [ ]   | 13. Repetitive use of hands/arms |[ ] [ ] [ ] [x] [ ]
| 9. Kneeling |[x] [ ] [ ] [ ] [ ]   | 14. Repetitive use of legs |[x] [ ] [ ] [ ] [ ]
| 10. Balancing |[x] [ ] [ ] [ ] [ ]   | 15. Eye/hand coordination |[ ] [ ] [ ] [x] [ ]
| 11. Pushing or pulling |[x] [ ] [ ] [ ] [ ]

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|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment |[x] [ ]
| 17. Being around scientific equipment and machinery |[ ] [x]
| 18. Walking on uneven ground |[x] [ ]

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| **MENTAL EFFORT** |  | **ENVIRONMENTAL FACTORS** |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |[ ] [x] [ ] [ ] [ ]   | 1. Inside |[ ] [ ] [ ] [ ] [x]
| 2. Writing |[ ] [ ] [ ] [x] [ ]   | 2. Outside |[x] [ ] [ ] [ ] [ ]
| 3. Using math/calculations |[ ] [x] [ ] [ ] [ ]   | 3. Humid |[x] [ ] [ ] [ ] [ ]
| 4. Talking |[ ] [ ] [ ] [x] [ ]   | 4. Hazards |[x] [ ] [ ] [ ] [ ]
| 5. Working at various tempos |[ ] [ ] [ ] [ ] [x]   | 5. High places |[x] [ ] [ ] [ ] [ ]
| 6. Concentrating amid distractions |[ ] [ ] [ ] [x] [ ]   | 6. Hot |[x] [ ] [ ] [ ] [ ]
| 7. Remembering names |[ ] [ ] [x] [ ] [ ]   | 7. Cold |[x] [ ] [ ] [ ] [ ]
| 8. Remembering details |[ ] [ ] [ ] [x] [ ]   | 8. Dry |[ ] [ ] [ ] [ ] [x]
| 9. Making decisions |[ ] [ ] [ ] [x] [ ]   | 9. Wet |[x] [ ] [ ] [ ] [ ]
| 10. Working rapidly |[ ] [ ] [x] [ ] [ ]   | 10. Change of temp |[x] [ ] [ ] [ ] [ ]
| 11. Examining/observing details |[ ] [ ] [x] [ ] [ ]   | 11. Dirty |[x] [ ] [ ] [ ] [ ]
| 12. Discriminating colors |[ ] [x] [ ] [ ] [ ]   | 12. Dusty |[x] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 13. Odors |[x] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 14. Noisy |[x] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 15. Working with others |[ ] [ ] [x] [ ] [ ]
|  |  |  |  |  |  |  | 16. Working around others |[ ] [ ] [ ] [x] [ ]
|  |  |  |  |  |  |  | 17. Working alone |[ ] [ ] [x] [ ] [ ]