

POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

Action Requested: *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

Name of incumbent <i>(if filled position):</i>		
<i>If vacant, name of previous incumbent:</i>		
Working Title: Assistant to the Vice President IT		
Classification Title: Confidential Administrative Support		
Department Name: Vice President of Information Technology Office		Division: Information Technology
Appropriate Administrator/Supervisor Title: Director, Instructional Tech Services		
Position Number:	Job Code: 1176	Grade Level: 2
Time Base: 1.0	FLSA Status: Non-Exempt	

Position Summary: *In a few sentences, briefly describe the primary function of the position.*

Under the general supervision of the Vice President for Information Technology/Chief Information Officer (VPIT/CIO) with a dotted line to the Executive Director, I.T. Operations & Finance, the Assistant to the Vice President will provide a broad spectrum of day-to-day administrative secretarial support which includes complex and confidential tasks directly to the Office of the Vice President for Information Technology. Administrative areas of responsibility include but are not limited to calendaring, coordinating and scheduling meetings on behalf of management, creating meeting agendas and meeting minutes, taking notes and compiling information for the CIO in all grievance matters, and areas of staff dispute, and drafting responses to grievances for the VPIT/CIO review and approval, The work involves handling problems of a highly confidential and sensitive nature.

Major Duties:

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
Provide complex and confidential administrative support directly for the VPIT Office and represent the VP office internally and externally as assigned.		
Welcome visitors and identifying the purpose of their visit before directing them to the appropriate person and department.	80	<input checked="" type="checkbox"/>
Manage the VP's calendar, including making appointments and prioritizing the most sensitive matters.		

<p>Serve as a point of contact for internal and external communications, responding to inquiries.</p> <p>Coordinate and schedule meetings on behalf of management, creating meeting materials that include agenda and communications correspondence, assemble meeting documents, schedule and coordinate conference space, and connect meetings using the required technology.</p> <p>Serve as backup HR liaison in the absence of the Division HR Liaison.</p> <p>Responsible for taking notes and compiling information related to staff disputes and grievances.</p> <p>Draft responses to grievances for the Chief Information Technology Officer's review and approval.</p> <p>Assist the CIO in preparing responses to various union and management collective bargaining proposals and counter-proposals. This will involve typing grievance correspondence and accessing grievance files to support the Chief Information Officer.</p> <p>Coordinate with other support staff to ensure backup information has been communicated during absences.</p> <p>Work collaboratively and flexibly with other office support staff to ensure a smooth flow of daily work and office coverage.</p> <p>Support training and cross-training of administrative support staff, student assistants, and interns.</p> <p>Clerical</p> <p>Submit facilities work orders and track until completion.</p> <p>Schedule conference rooms and/or online meetings, order audiovisual or teleconference equipment, catering services, prepare IT pamphlets and related materials for distribution such as banners, packets, certificates, letters, etc.</p> <p>Maintains internal department directories and division contact listings.</p> <p>Support a clean and safe work environment by organizing and managing common spaces like the breakroom, front office, hallways, etc.</p> <p>Coordinate and process travel arrangements including paperwork, requests, and expense claims.</p> <p>Procurement & Financials</p> <p>Reconcile P-Card statements, routing for approvals and submitting to Procurement without delay.</p> <p>Responsible for tracking and maintaining operating budget and financial plans, making recommendations to management for business process improvements, and delivering standard reports to the AVP on budget.</p> <p>Support with processing requisitions, and contracts and assist in maintaining vendor contacts list.</p> <p>Support contract renewals by creating and maintaining a cyclical contract calendar, working with management to coordinate the timely completion of the ITC process, RFP and other related procurement processes.</p> <p>Responsible for processing and tracking incoming invoices, expenditures, purchases, and travel, ensuring they are paid to the correct PO.</p> <p>Timekeeping</p> <p>Responsible for Organizing, leading, and tracking daily work schedules, tasks, and timely submission and processing of timesheets for student workers and internship programs.</p> <p>Confirm and track staff and student attendance, absences, vacation, timesheets, and time off requests and accruals for division staff; update division and appropriate manager calendars when staff are scheduled out of the office.</p>		
<p>HR & Student Assistants</p> <p>Works closely with management to support recruitment activities. Prepare recruitment and new hire paperwork including routing position descriptions, search committee development, coordinating interviews, and other related onboarding tasks.</p> <p>Support onboarding of new I.T. staff, temp hires, and consultants.</p> <p>Post new student assistant position openings and conduct student assistant interviews.</p> <p>Develop student assistant schedules to ensure maximum Divisional support and coverage.</p> <p>Organize and process documentation to recruit, hire, and onboard student workers including, but not limited to, completing eFast and eHire transactions.</p> <p>Prepare and process student termination paperwork.</p> <p>Timekeeping</p>	15	<input type="checkbox"/>

Responsible for Organizing, leading, and tracking daily work schedules, tasks, and timely submission and processing of timesheets for student workers and internship programs. Confirm and track staff and student attendance, absences, vacation, timesheets, and time off requests and accruals for division staff; update division and appropriate manager calendars when staff are scheduled out of the office. Provide back-up office support across the I.T. division, as needed. Provide backup leadership support across the I.T. division, as needed		
Other duties as assigned	5	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

Physical Effort: *Indicate the type of physical effort which is essential to the position activities:*

Light Work - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u>	<input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Choose an item.	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
<input checked="" type="checkbox"/> Outdoor Frequency: <u>Occasionally</u>	<input type="checkbox"/> Hazards Frequency: Choose an item.	

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Supervision - some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional advice.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

Serves as a lead person for a small work group and/or students (non-manager).

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

Special Working Conditions: *List any overtime requirements, 24/7 on-call, work schedule, etc.*

The incumbent is required to maintain contact with the campus outside of normal working hours on a regular basis except during authorized vacation periods. Remote contact shall include telephone/cell phone, wireless data access devices, remotely logging into necessary systems, and/or electronic mail.

Knowledge, Skills, and Abilities:

- Working knowledge of California State University procedures related to travel, purchasing, budget tracking management and personnel.

- General knowledge of project management and budget is essential.
- Working knowledge of principles, practices, and techniques of human resources in a public agency setting.
- Thorough knowledge of English grammar, punctuation, and spelling is required along with the ability to effectively write and present professional reports, minutes, and other documents to senior-level administration.
- Knowledge of principles, practices, and procedures of procurement and requisitions, especially related to government contracts.
- Knowledge of standard office software, technology and systems including but not limited to Microsoft Word, Excel, Outlook, PeopleSoft and other standardized office equipment is required.
- Demonstrated excellence in communication and problem-solving skills.
- Demonstrated excellence in managing a C-suite level executive's calendar.
- Demonstrated organizational skills and professionalism.
- Ability to independently hand multiple work unit priorities and projects with limited supervision.
- Ability to plan, organize, coordinate, and improve on operational business processes. Conduct ongoing needs assessments and provide a full spectrum of administrative support.
- Proven ability to establish and maintain cooperative working relationships and work effectively both independently or as part of a team is required.
- Ability to establish and build professional relationships with campus and external partners.
- Ability to work in a fast-paced environment with frequent interruptions and provide exceptional customer service.
- Ability to conduct research and prepare reports.
- Ability to address department needs; take initiative to collaboratively improve operations..

Experience and Education:

A bachelor's degree and directly related work experience, or a combination of education and experience which demonstrates the ability to perform the essential functions of the position.

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

Experience: At least three (3) years of work experience providing progressively responsible administrative support in an environment of similar complexity. Previous experience working in an I.T. environment.

Education: A four-year degree from an accredited college or university is preferred.

Signatures (Acknowledgement that the information is accurate)

Name of Employee:	Signature:	Date:
Name of Supervisor/Dept. Manager: Chris Manriquez	Signature:	Date:

For HR Use Only

Classified By: Tanisha Dean Date: April 25, 2024

- General Reporter
 Limited Reporter
 Background Check
 Fingerprints
 Physical Exam
 Driver's License
 Conflict of Interest
 MPP Job Code _____