



POSITION DESCRIPTION

Department:	Academic Affairs – Academic Affairs
Classification Title:	Confidential Administrative Support II
Working Title:	Executive Assistant for Academic Affairs
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

Reporting to the senior vice provost for Academic Affairs (SVP) and with a dotted line to the associate vice president for Academic Resources and Planning (AVP), the executive assistant for Academic Affairs provides executive-level administrative and professional support to the SVP and AVP. The executive assistant is a strategic team member who manages the administrative functions and provides specialized technical, analytical, and administrative duties for senior leadership in the division of academic affairs. The incumbent conducts analyses and prepares sensitive and complex materials and reports, correspondence, and briefing packets to support the daily requirements of senior leadership for Academic Affairs. This position will represent the senior leadership as needed with respect to meetings and consultation and participate as a member of taskforces and projects centered around key initiatives. This position is also responsible for facilitating, tracking, and coordinating submittal of highly sensitive and confidential annual and ad hoc reports. In addition, the position provides high-level administrative and executive support to divisional and university level projects, strategic initiatives, taskforces, and committees. This position will have ongoing contact with office of the president, the office of the provost and executive vice president (provost/EVP), vice presidents, vice provosts, associate provosts, deans, other university administrators and committees, and the Chancellor's Office, in addition to students, faculty, staff, service providers, and the public.

Work is specialized and of a sensitive and confidential nature requiring access to a variety of sources of information, including but not limited to, official collective bargaining negotiations or strategies, executive personnel matters, Civil Rights & Compliance Office investigations, legal matters, and progress reports of campus programs and projects. This position requires the full awareness of the senior vice provost and associate vice president's priorities and in-depth knowledge of the functions of academic affairs leadership as related to overall campus environment and the division of Academic Affairs.

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. Independently assess requests and provide a full range of executive administrative support and coordination to the senior vice provost (SVP) and associate vice president for academic resources and planning (AVP) including, but not limited to: handling sensitive information; sourcing information; preparing and assembling briefing and meeting background materials; drafting correspondence; providing project summaries, overviews and recommendations for future plans of action; interpreting policies and procedures as necessary; meeting documentation; travel coordination; and calendar management and scheduling.
2. Coordinate all elements of the SVP and AVP calendars including monitoring and reviewing meeting requests, resolving scheduling conflicts, establishing appointment priorities, scheduling appointments, and preparing daily schedules. Schedule meetings on behalf of and for the SVP and AVP by strategically prioritizing time. Provide information and materials for the SVP and AVP to participate in both planned and impromptu meetings, phone calls, university communications, and events. Arrange and confirm travel, prepare, and process travel approvals, travel claims, track reimbursements, prepare itineraries, and provide meeting materials, maps, and directions.
3. Assess the relative significance of day-to-day events, correspondence, phone calls and inquiries. Evaluate priorities and disseminate information from the SVP and AVP to others. Provide necessary requests to the SVP and AVP. Refer other requests to more appropriate individuals and offices as needed.
4. Ensure appropriate coordination, tracking, and response for agenda requests and action items that arise from meetings attended by the SVP and AVP (e.g., university committees and divisional meetings, taskforces and working groups, etc.).
5. Assist with long-range strategic planning, analytical studies, research, taskforces, strategic partnering on initiatives and division-level projects. (e.g., year-round operations, community college partnerships, allied health, etc.).
6. Provide high-level administrative and executive support for divisional and university level projects, strategic initiatives, taskforces, workforces, and committees. Manage the coordination of special projects and initiatives including request for proposals, event planning, synthesizing information, and logistics coordination.
7. Process and track sensitive and highly confidential documentation from a variety of sources including that which relates to official collective bargaining negotiations or strategy, executive personnel matters, MPP performance evaluations, Civil Rights & Compliance Office investigations, and confidential initiatives. Facilitate, track, and coordinate submittal of sensitive and confidential annual and ad hoc reports requiring provost/EVP, vice provost/president level approval (e.g., CSU Chancellor's Office Memoranda regarding reports, audits, and requests for data/information, etc.).
8. Provide high-level administrative support to the SVP and AVP regarding university matters of a highly confidential nature, often regarding emergencies or information that are time-sensitive, requiring the highest level of confidentiality.
9. Provide support for special events and projects for the SVP and AVP, including development of meeting agendas, management of meeting coordination, preparation, and distribution of meeting materials. Attend on-site and off-site meetings, as needed.
10. Receive and interpret new or updated rules, regulations, CSU collective bargaining agreements, Chancellors' Office directives and coded memorandum, and federal and state laws and guidelines. Evaluate the impact of changes on current department and division policies and procedures. Coordinate and oversee the notification and implementation of these changes.

11. Communicate and interact effectively with executives, vice presidents, vice provosts, deans, and constituency groups in addition to students, faculty, staff, alumni, and the public.
12. Foster a culture of service excellence and serve as a role model and mentor to motivate staff to improve quality and responsiveness to services.

Related Job Functions

As Needed

10%

1. Provide support for recruitment activities for academic affairs leadership searches; and serve as liaison between university personnel, executive search firms, and the office of the provost/EVP. Provide back-up support to the office of the provost executive administrative team members for recruitment activities as requested.
2. Collaborate with the office of the provost's executive administrative team to ensure consistent day-to-day operations, providing office support, and guidance on the SVP's and AVP's activity.
3. Perform other job-related duties and special projects as assigned.
4. 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 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

1. Demonstrated ability to understand and consider university and senior leadership's priorities in responding to requests and inquiries.
2. Thorough knowledge of the division of academic affairs, university infrastructure, policies, and procedures.
3. Demonstrated ability to provide meticulous follow-through on all assignments, paying high attention to accuracy and detail while working effectively in a high-profile, dynamic, and fast-paced environment, with frequent interruptions and a heavy workload with multiple levels of activity and priorities, while maintaining professional composure.
4. Demonstrated ability to independently develop and implement research assignments, including collection, analysis, and reporting of data.
5. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
6. Highly developed ability to demonstrate sound judgment, credibility, and integrity. Ability to act discreetly in the conduct of responsibilities.
7. Excellent organizational and time management skills; ability to set priorities to coordinate assignments with fluctuating and time-sensitive deadlines.
8. Demonstrated ability to communicate and interact discreetly and effectively with senior university officials, faculty, students, staff, parents, alumni, and members of the public regarding a wide variety of subjects and matters. Demonstrated customer service experience requiring an extremely high level of diplomacy and professionalism.
9. Demonstrated ability to maintain confidentiality in the performance of duties.
10. 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 a diverse population and with those from various cultural background.

11. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
12. Thorough knowledge of English grammar, spelling, and punctuation.
13. Ability to interpret, communicate and apply policies and procedures.
14. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
15. Working knowledge of or ability to quickly learn university infrastructure, policies, and procedures.

Preferred Skills and Experience

- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, OneDrive, Forms), survey tools, Outlook calendar and email, Concur, and Zoom.
- Graduate degree.
- Prior work experience providing staff support in a senior level office. Ability to meet expectations of executive office decorum and presence and represent the division of academic affairs in a professional manner.
- 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
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

Daniel Grassian
Senior Vice Provost

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

Daniel Grassian
Senior Vice Provost

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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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: 1176/2
<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: LD
Recruitment Number: _____		Date: 8/1/24