



# POSITION DESCRIPTION

**Department:** Office of Planning and Academic Resources  
**Working Title:** Assistant to the Vice Provost  
**Job Code:** 1176  
**Time Base:** 1.0  
**Position Number:** 00001516  
**Union / Unit (if applicable):** Confidential (C99)

**Position Reports To:** Vice Provost  
**Classification:** Confidential Administrative Support  
**Range Code:** 2  
**Exempt or Non-Exempt:** Exempt  
**Last Update:** 5/1/2024

## PURPOSE OF POSITION:

Under the general direction of the Vice Provost and lead direction of the Senior Executive Assistant to the Provost, this position provides direct executive-level administrative support to the Vice Provost. The position serves as the office manager for the Office of Planning and Academic Resources and performs lead worker functions for Student Assistants employed by the office. With minimal supervision, plans and executes a wide range of special projects for the Provost and Vice Provost associated with providing highly visible, sensitive, and confidential information to senior-level executives. Performs complex confidential duties that require access to a variety of sources of information, including that information which directly relates to official collective bargaining negotiations or management strategies, executive personnel matters, and investigations. Provides analysis and recommendations of operational policy and procedural revision needs. In addition, this position coordinates all Provost and Vice Provost hosted events, retreats, luncheon meetings, receptions, dinners, etc. Division liaison between multiple subunits overseen by the Vice Provost.

## MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Executive-Level Administrative Support	50%
2. PAR Office Manager and Team Support	30%
3. Event Planning	20%

## LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

### 1. Provides Executive-Level Administrative Support

- Establish annual master schedule of Vice Provost's standing meeting with executives, deans, associate deans, directors, administrators, faculty members, committees, and councils, etc.
- Coordinate complex schedule for the Vice Provost and act as backup for the Provost's calendar. This includes scheduling of meetings initiated by the Vice Provost, reserving space, meeting preparation, catering, and all logistical and technological needs. Screen requests for meetings and use independent judgment and discretion in determining meeting priority, timing, etc.
- Advise the Vice Provost regarding key stakeholders and help bring issues to the surface and ensure they are considered, appropriate action is taken, and the results are communicated as appropriate in a timely manner.
- Proactively identify information that has the potential to be impactful and elevate those issues to the attention of the Vice Provost along with options for resolution in a timely manner.
- Serve as project lead for special projects as assigned. Research and analyze data and information, track completion, provide updates, prepare draft reports as required.
- Plan special meetings and events for Provost and Vice Provost – develop agenda; research background information; compile prep materials for participants; follow-up on action items; etc.
- Provide administrative support for highly confidential faculty and staff personnel issues
- Monitor the completion of annual reviews for all employees who report to the Vice Provost; compile highly sensitive and confidential data from surveys as a component of the deans' MPP annual evaluation process and prepare report for Vice Provost use
- Identify and appropriately handle sensitive and confidential information.
- Develop, recommend, and implement office and division protocols, procedures, and systems to ensure smooth office and division operations.

- Analyze and interpret various documents, specific operating policies, and procedures, and make recommendations regarding courses of action for the Vice Provost.
- Compose, and edit complex correspondence and other documents for the Vice Provost's signature.
- In conjunction with Vice Provost, prepare presentation materials to include talking points and background information prior to events, meetings, and other special occasions.
- Coordinate Vice Provost's travel arrangements, door-to-door. Prepare travel requests and expense claims.
- Track standing and ad hoc meetings, maintain membership rosters and track action items.
- Prepare reports, agendas, summaries, and other written communication and correspondence.
- Attend meetings and prepare written records to document decisions and actions. Follow up on those action items to ensure timely completion.
- Create and maintain electronic containers with shared access by all committee members and post committee documents to the container.
- Review and monthly time entries as the Vice Provost's timekeeper reviewer.
- Manage the Periodic Review process for the deans under PAR. Coordinate committee meetings and support committee chair as needed. Compile highly sensitive and confidential data from surveys as a component of the evaluation process. Work with the Office of the Provost to ensure the process, procedures, and templates align.
- Coordinate with the Office of the Provost the call for information; prepare and oversee the division wide distribution of the monthly Academic Affairs newsletter.
- Coordinate with Provost's staff to ensure office coverage during working hours.

## **2. PAR Office Manager and Team Support**

- Process documents through required levels of appropriate review
- Create and maintain organizational chart.
- Maintain listservs and coordinate with PAR units to update regularly and post to their webpages.
- Order office supplies.
- Enter information into CSUSM platforms to initiate and terminate employment, additional assignments.
- Onboard new employees, including ESP and access requests to various platforms.
- Monitor and coordinate PAR assets, and initiate purchase of new equipment, including employee computer complements.
- Ensure compliance and procedural requirements for all campus business and operations submissions, eg. purchasing and hospitality requests, and ProCard purchases and reconciliations.
- Maintain records as appropriate and inline with CSU policy.
- In consultation with the Vice Provost, use advanced software to facilitate design, layout, and development of the Office of Planning and Academic Resources website to ensure it is multi-dimensional, sophisticated, and interactive.
- Serve as primary back-up for support to the Provost.
- Serve as lead worker to student assistants.

## **3. Event Planning:**

- With the Office of the Provost Office Coordinator and organize all events hosted by the Provost and Vice Provost.

## **PROVIDES LEAD DIRECTION OF OTHERS:**

Student Assistants as needed

## **REQUIREMENTS OF POSITION:**

### **1. List education and experience required**

- Bachelor's degree or professional training program specific to the position and at least three (3) years of directly related work experience, or a combination of education and experience which demonstrates the ability to perform the essential functions of the position.
- Experience supporting a high-level executive.
- Fluency with Microsoft Office applications, Excel, Word, Outlook, PowerPoint, Teams; and Zoom or similar platforms.

### **Preferred**

- Experience in higher education, ideally the CSU.

**2. List knowledge, skills, and abilities required for this position.**

- Demonstrated ability to recognize and handle sensitive matters and maintain confidentiality.
- Demonstrated ability to problem-solve and use effective interpersonal skills for interaction with a variety of campus and community individuals, including individuals at a higher level and issues of a sensitive nature.
- Demonstrated ability to comprehend and effectively support the goals and objectives of the Vice Provost, the Division of Academic Affairs and the University in all interactions and communications.
- Demonstrated ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
- Fully functional knowledge of and skill in standard office procedures and practices to be proficient in performing the duties and responsibilities of the position.
- Comprehensive and detailed knowledge of the university organizational infrastructure, policies, and procedures for responding to routine inquiries and for operation of the office and the division.
- Interpersonal skills to interact with and establish, cultivate, and maintain a cooperative working relationship with colleagues at CSUSM, CSU campuses, Chancellor's Office and community members.
- Demonstrated ability to work as a team on projects and to back-up other administrative staff in office during peak periods or during absences (training, vacation, sick leave).
- Demonstrated ability to provide training and lead direction to others.
- Demonstrated ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Demonstrated competency in understanding, interpreting, applying, and communicating procedures, policies, information, ideas, and instructions.
- Strong working knowledge of budget policies and procedures. Demonstrated ability to review, analyze and reconcile budgetary data.
- Demonstrated ability to independently plan and coordinate multiple assignments, handle shifting priorities, determine the relative importance of each, meet or set respective deadlines, and complete all projects accurately and within the prescribed time.
- Demonstrated ability to troubleshoot most office administration problems and respond to all inquiries and requests relative to work area.
- Demonstrated ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Demonstrated ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Expertise in using office software packages, technology, and systems.
- Thorough mastery of English grammar, punctuation, and spelling.
- Demonstrated competence in effectively presenting standard information in writing with the ability to compose correspondence and standard reports in the proper business format to produce professional, neat, error-free documents and electronic messages.
- Ability to learn, interpret independently, and apply a variety of complex policies and procedures, and the ability to identify deviations from applicable policies.
- Demonstrated ability to use negotiation and persuasion skills to achieve results and expedite projects.
- Demonstrated ability to show awareness and appreciation of the cultural diversity of the University community, including the ability to establish and maintain collegial, cooperative and effective relations with all members of the community.

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Standard office equipment and tools

**4. Unique working conditions**

- Some evening, early morning and weekend hours may be required (for early morning or evening meetings or retreats)

**5. Other Employment Requirements**

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. 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.

- This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category 2
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Prevention (Title IX) training.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Vice Provost	Receive assignments, provide updates	Daily
AAROA	Receive assignments, provide updates, collaborate	Daily
PAR Admin Staff	Collaborate on projects	Daily
Provost’s Office Staff	Collaborate on projects	Daily
AA Unit Support Staff	Communicate information effectively between units within the division. Work cooperatively on Academic Affairs projects.	Daily
Executives, Administrators and Faculty	Schedule meetings, answer questions, and receive and relay information	Daily
Assistants to the VPs and AVPs	Schedule meetings, coordinate projects	Daily
Other Universities	Answer questions re: programs; solicit info	Weekly
IITS	Request troubleshooting services	Monthly
Facility Services	Service/Facility requests	Monthly
Procurement	To solicit information for requisition process	Monthly
University Police	To have doors opened, emergencies	As needed
Travel Desk	Research travel processing and claims status	As needed
Telephone Services	To request troubleshooting	As needed
Vendors	To solicit info re: supplies, equipment	As needed

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

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	
2. Standing		X			
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
8. Crouching	X				
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms			X		
14. Repetitive use of legs	X				
15. Eye/hand coordination			X		

Yes No

	X
	X
	X

**MENTAL EFFORT**

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			
2. Writing		X			
3. Using math/calculations			X		
4. Talking			X		
5. Working at various tempos			X		
6. Concentrating amid distractions				X	
7. Remembering names		X			
8. Remembering details				X	
9. Making decisions			X		
10. Working rapidly			X		
11. Examining/observing details			X		
12. Discriminating colors	X				

**ENVIRONMENTAL FACTORS**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside		X			
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
11. Dirty	X				
12. Dusty	X				
13. Odors	X				
14. Noisy		X			
15. Working w/others			X		
16. Working around others					X
17. Working alone			X		

## SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

### Employee

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Appropriate Administrator (MPP)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dean/Department Head/Director/AVP (optional)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_