



Executive Administrative Assistant to the President – Staff California Northstate University Elk Grove, California, USA

Job Title: Executive Administrative Assistant to the President, California Northstate University

Job Classification: Full-time, hourly, non-exempt

Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Reporting Responsibility: Report directly to the President of the University

Job Description:

1. Provides executive administrative support to the Offices of the President and Vice Presidents.
2. Plans and organizes administrative support activities; works to support one or more functional units
3. Manages and oversees the maintenance of the President's schedule, obtains and provides relevant information for scheduled appointments, and oversees President's travel arrangements
4. Plans and organizes administrative support activities; establishes procedures, practices, and work methods to increase work unit effectiveness and efficiency; coordinates work performed in support of one or more functional units through the Office of the President's central authority, disseminating information, determining assignment of functional responsibility, and supervising staff
5. Oversees collection of and compiles, evaluates, and reports department-specific program or administrative information; oversees quality control of databases or spreadsheet information; monitor expenditure/revenue review; prepares routine budget; performs program/accounting audit research; completes assignments in space planning, personnel, staff utilization, contract administration, and office automation.
6. Develops work unit specific database and other record management activities; coordinates the production of such documents as Board Letters, Accreditation Reports, or public presentation/information materials; schedules work.
7. Coordinates with other department staff and representatives of other departments on such administrative and operational matters as personnel, accounting, purchasing, building maintenance/repair, and telephone services.
8. Coordinates the preparation of events and large-scale meetings hosted by or involving the President
9. Provides administrative support to the President's Executive Committee by drafting meeting agendas and minutes.
10. Maintains University records on policies and procedures
11. Main coordinator to the Apparel Store
12. Other duties and functions to be assigned

Additional Requirements: Possession of a valid California Class C Driver's License may be required. Independent travel between work sites, or facilities may be required.

Knowledge of: Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques; standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; personnel, payroll and purchasing procedures; clerical/technical level accounting and basic budgeting practices; English usage and grammar

Skill in: Taking dictation, the use of computer keyboards, MS Office suite, CAMS software and other programs as needed for position duties, and peripheral equipment

Qualifications:

- A Bachelor's degree or equivalent required, and minimum three years' experience in executive level support preferred with a high degree of supervisory skill
- Experience in higher education preferred
- Excellent written and oral communication skills
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University, College of Health Sciences and the community
- Ability to problem-solve with strong decision-making capability
- Demonstrated ability to work effectively in teams as well as independently
- Proven ability to handle confidential information with discretion
- Demonstrated ability to achieve high performance goals and meet deadlines
- Adaptable to the various competing demands
- Actively seeks opportunities and proposes solutions; forward thinker

HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Cover letter of interest addressing qualifications, experience and career goals
2. Current Resume
3. Written statement addressing Inclusive Excellence (Diversity Initiatives) experience
4. Unofficial transcripts of all college work (official copies will be requested if offered position)
5. Names, email addresses, and telephone numbers of at least three (3) professional references to be contacted by the Search Committee who can speak to a broad range of candidate's qualifications.

***Please email all documents to hr@cnsu.edu with the subject:
"EA to the President"**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

**Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!*