

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT OF UNIVERSITY ADVANCEMENT

Division: University Advancement

Classification/Salary Range: Administrator I / \$5,500 - \$5,917 per month (Exempt)

Working Title: Executive Assistant to the Vice President (existing, full-time position)

Work Type: Management (MPP)

Location: CSU Channel Islands in Camarillo, California

Supervisor's Classification: Administrator IV

Supervisors Title: Vice President for University Advancement

PURPOSE OF THE POSITION:

Provides direct support to the Vice President for University Advancement, oversees the Division's centralized administrative support, and supports the operations of the CSUCI Foundation Board.

RESPONSIBILITIES & DUTIES:

Provides in-depth administrative support for the Vice President for University Advancement and serves as liaison between the Vice President and division staff. Maintains the Vice President's calendar and travel schedule by managing complex scheduling assignments involving sensitive conversations with high-level contacts ranging from major donors to business executives to campus partners and dignitaries. Prepares meeting materials, agendas, minutes, and independently gathers pertinent information for meetings and events on calendar. Acts as a project manager on special projects, as assigned by the Vice President.

Working closely with the Vice President for University Advancement (VPUA), ensures operational compliance with executive orders, state, federal, and other regulations on behalf of the CSUCI Foundation Board. Oversees the logistical planning of retreats, board meetings, and other board activities and events in collaboration with the VPUA and Conferences and Events. Creates talking points for CSUCI Foundation Board members, the VPUA, as well as others (as needed), creates presentations, drafts CSUCI Foundation Board policies, and writes procedures related to CSUCI Foundation Board business. Implements CSUCI Foundation Board programs such as, but not limited to, orientations for new board members.

Works closely with the Division of Business and Financial Affairs as well as the Director of Financial Services to support the CI Foundation Board and assists with board administration, including verbal and written communications, scheduling meetings, preparing agendas and related correspondence, visual presentations, document management, and logistics. Attends all board and committee meetings and assists in planning board retreats and activities. Anticipates needs, shares information, follows through with action steps after meetings are held and ensures that participants are informed of future meeting dates and tasks.

Conducts business with a high degree of professionalism, discretion, and confidentiality. Works with public officials, community members, and business leaders, nurturing and maintaining positive relationships.

Disseminates information from the Vice President to others, communicating messages effectively. Gathers data and synthesizes information, performs research, prepares reports, and drafts clear and accurate correspondence. Assists in the creation of the Division's Strategic Plan and Annual Report.

Writes administrative procedures and manuals for the Division and insures implementation and adherence. Plans, organizes, and executes various Advancement team-building activities for staff and management retreats.

Serves as supervisor to the administrative support positions in the University Advancement Division; plans work processes, schedules, and assigns work, provides work direction, recommends and refers personnel for training, prioritizes work and reviews against standards and conducts performance evaluations. Maintains a high performing operational unit. Oversees daily operations and activities of the University Advancement Division. Identifies and develops a course of action to manage and improve business processes within the office. Takes an active role in helping to embed the values of diversity, equity, and inclusion in all aspects of university work, in every division, and participates at least once annually in professional and/or leadership development opportunities that will contribute to campus efforts to advance racial and social justice in and through education at CSUCI and beyond.

Performs other related duties as assigned.

SUPERVISOR/OTHER WORK RELATIONSHIPS:

Reports directly to the Vice President for University Advancement. Provides direct supervision for administrative support positions within University Advancement. Works closely with the Office of the President to support the President's role in University Advancement work. Serves as a member of the University Advancement executive leadership team. Communicates professionally with executive management and works regularly with all areas of the campus to complete tasks, facilitate special projects, and communicate on behalf of the Vice President for University Advancement and the CSUCI Foundation Board. Corresponds frequently with external constituents, particularly with donors, alumni, volunteers, and community supporters on behalf of the University and the Vice President for University Advancement. Works in conjunction with other members of University Advancement to ensure smooth office operations and superior support to the Vice President. Maintains professional relationships with the President and Cabinet members.

REQUIREMENTS OF POSITION:

Bachelor's degree required. Must have a minimum of 3 years' experience in a progressively responsible executive assistant or similar position working with non-profit boards and volunteer committees.

Demonstration of effective supervisory experience and skills. Strong public relations skills and the ability to cultivate and maintain good working relationships with colleagues, community leaders and the general public; working knowledge of or ability to learn various specialized software applications and other applications as they are utilized in the work environment.

Ability to rapidly understand the vision and mission of the University, work in a group setting, and interact diplomatically with individuals from varied backgrounds and work on a team to motivate others toward a common goal. Ability to exercise good judgment and discretion on a consistent and continuing basis and demonstrated experience utilizing reserve, tact, and diplomacy. Ability to understand problems without precedent from a broad, interactive perspective and conceive strategic solutions. Required proficiency in using standard office software packages such as MS Office (Word, Excel, Access, PowerPoint), electronic mail, calendaring systems, and other spreadsheet applications.

Knowledge of the University's and Division's missions, policies, procedures, and strategic plans preferred. Must work effectively within the multiple areas in the University Advancement Division including Alumni Relations, Development, Major Gifts, Operations, Planned Giving and Special Events and be able to manage multiple projects in each of these areas at any given time and prioritize and set reasonable

goals to complete projects. Must be able to manage long-term projects and utilize creativity and vision for the betterment of the organization and the University. Experience in working independently and ability to develop and implement operational strategies in resolving problems; ability to present ideas, implement creative solutions and establish priorities to achieve results and expedite projects for the Vice President of University Advancement. Must have strong organizational skills and fully understand standard office procedures; excellent oral and written communication skills including thorough knowledge of correct English, grammar, spelling, and punctuation.

Travel and attendance to various functions, meetings, and conferences is required. Must be able to work nights and weekends. Ability to successfully complete the Defensive Driver Training Program and to provide proof of eligibility to lawfully operate a motor vehicle in the State of California.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. 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.

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.

How to Apply: <https://jobs.csuci.edu/en-us/job/521461/executive-assistant-to-the-vice-president-of-university-advancement>