Executive Administrative Specialist I (PSS 7230)

Working Title: Dean’s Executive Assistant

POSITION PURPOSE:

The Executive Assistant provides executive level coordination and support to the Dean in the School of Business Administration (SoBA). Additionally, serves as a resource to the Dean's office management group with full responsibility for managing and implementing projects as assigned by the Dean and other Dean's office administrators. The incumbent must have a thorough knowledge of the School’s academic and administrative programs. The Executive Assistant must demonstrate independent judgment, sophisticated understanding of the Dean’s academic and administrative responsibilities; also, the incumbent should maintain a high level of confidentiality, discretion, and excellent interpersonal skills to represent and advise the Dean.

The incumbent performs responsibilities and makes decisions based on a thorough understanding of the Dean's priorities and expectations. The incumbent determines course of action; coordinates with all responsible parties; convenes meetings; sets agendas to discuss and resolve issues; presents recommended courses of action to the Dean; and follows through on decision implementation. The Executive Assistant prepares and reviews communication materials for the Dean. In addition, has to ensure that the Dean is fully briefed on relevant issues, and prepares all background information supporting a meeting, a decision or an action.

Independently strategizes and advises on University communications, meetings/travel schedules, and campus and community events. Coordinates leadership meetings with the Dean's Executive team, Faculty Meetings (in conjunction with faculty representatives), and task forces as assigned by the Dean. Develops and distributes agendas; conducts research; records, highlights, and tracks action items; as well as initiates follow-up as needed. Responsible for the security of the office filing systems containing sensitive and confidential information relating to Dean's correspondences. Responsible for establishing and upholding a professional and collaborative working environment. Must be able to maintain the highest level of confidence, diplomacy, and decisiveness while working under the pressure of constantly changing priorities, unanticipated urgent demands, and multiple tasks and projects with competing deadlines.

EXECUTIVE SUPPORT FOR THE DEAN (65%):

- Fully responsible for maintaining the Dean’s calendar. Schedule appointments and locations in accordance with urgency of subject, travel schedule, and prioritize commitments. Prepares Dean's daily agenda items.
- Responsible for preparing and reviewing communication materials for the Dean.
- Serves as the focal point for a wide variety of internal and external issues confronting the Dean's Office.
- Coordinates with discretion and diplomacy the Dean's communications with other high-level administrative and academic offices at the Riverside campus, other UC campuses, the Office of the President, and other universities.
- Anticipates and identifies critical issues, performs research and data collection. Obtains advice and input from other campus resources, UCOP, and external resources (as necessary). Formulates solutions prior to consulting the Dean.
Independently addresses questions and inquiries while recognizing the academic and political aspects of the Dean's Office, possible conflict of interest, and intentions and attitudes of others. Responds to inquiries on behalf of the Dean regarding organization operations, policies, and procedures.

Identifies information needed by the Dean. Interacts with staff to gather data, discuss potential solutions, and resolve problems. Researches specific situations; determines facts; identifies possible solutions; and follows up so that certain issues are appropriately resolved.

Provides background, insight, and advice to the Dean about a variety of staff-sensitive issues. Independently alters appointments as priorities change to maximize Dean's effectiveness.

Responsible for Dean's travel, including reservations for accommodations, airlines, and upon return, submission of detailed and timely travel accounts for reimbursement.

Coordinates meeting with international visitors, which include but not limited to, room reservation, parking arrangements, and coordinating efforts related to actual visit.

Responsible for coordinating Dean’s events, as requested.

Work closely with other units in SoBA (purchasing, travel, human resources, and finance) in order to follow policies and procedures relating to Dean’s events.

**ADMINISTRATIVE SUPPORT (30%)**:

- Assists with calendar scheduling of Associate Dean(s), as needed.
- Provides comprehensive planning and administrative support to the Office of the Dean.
- Provides oversight and coordination for all administrative support assignments and activities allocated to the SoBA Dean's Office and student assistants. Synthesizes and reviews information and briefs the Dean in advance of meetings. Prepares background materials for meetings. Develops, finalizes, and distributes meeting agendas.
- Maintains a comprehensive database of initiatives and assignments appointed, such as actions delegated. Organizes ad hoc committees by the Dean on a broad range of issues.
- Serves as a member of and provides administrative support for the Administrative Leadership Team that develops and implements SoBA's long range goals, objectives, and strategies for program planning and implementation. The Leadership Team sets the direction of SoBA academics, facilities, operations, and marketing, communications, and donor relations; addresses budget priorities; and investigates organizationally related issues.
- Supports SoBA Dean in committee service. Coordinates necessary arrangements for presentations and special items, often participating in meetings and providing analytical input to the Dean and others.

**OTHER DUTIES AS ASSIGNED (5%)**:

- Responsible for the distribution of Dean’s mail
- Other projects as assigned by Dean or his/her designee.

**MINIMUM REQUIREMENTS**

- Education and/or progressively responsible experience equivalent to a Bachelor's degree in a related field.
- Demonstrated strong interpersonal and communication skills to interact effectively and tactfully with members of the public, students, faculty, staff, and high-level administrators in order to handle sensitive problems and resolve conflict.
- Demonstrated extensive and progressive experience providing high-level executive project management and support to constituents at various levels.
- Experience handling projects that require identifying problems, analyzing results, and recommending solutions. Ability to multi-task with demanding timeframes.
• Expert knowledge of MS Office Suite.
• Ability to expertly navigate and retrieve information from web-based applications and tools.
• Excellent writing and oral communications skills, with the ability to draft and edit correspondence and reports.
• Proficient in managing a complex calendar. Ability to prioritize and manage a rapidly changing schedule.
• Leadership skills to organize, motivate, and work effectively as part of a team.
• Ability to maintain confidentiality.

PREFERRED REQUIREMENTS

• Demonstrated extensive and progressive experience providing high-level executive, project management and analytical support in a business school, higher educational institution, or public sector agency to support senior management executives.
• Thorough knowledge and experience in an academic environment, including an understanding of policies, practices, constituencies, and major issues in higher education.
• Demonstrated knowledge and understanding of UCR’s academic and administrative structure.
• Knowledge of relevant campus and University policies, procedures and practices, and their interrelations.
• Demonstrated ability to translate observations, findings, and recommendations from analytical studies into concise and logical written reports.
• Ability to exercise sound judgment, creativity, and work at a high level of proficiency.
• Familiar of federal regulations, such as FERPA.

TO APPLY
For a detailed position description, required qualifications, and to apply for this position, please visit the UCR Human Resources website at http://jobs.ucr.edu and look for job number 201503313821.

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