CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ADMINISTRATIVE ASSISTANT TO THE PRESIDENT (Presidential Aide)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2160</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
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<tr>
<td>Bargaining Unit:</td>
<td>C99</td>
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<tr>
<td>Salary:</td>
<td>$3,575 - $7,972 per month</td>
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<td>Department:</td>
<td>Office of the President</td>
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<td>Available:</td>
<td>July 5, 2017</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>May 31, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>Priority deadline extended to June 30, 2017, however this position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Office of the President serves the entire CSUB campus community, its alumni and community partners with a commitment to excellence in achieving the mission, vision, and goals of the University. As stewards of CSUB and in collaboration with campus constituents, Office of the President staff support the vision of the President: Inspiring Excellence, Transforming Lives. Reporting directly to the Chief of Staff to the President, the purpose of this position is to provide confidential and administrative support to the President.

DUTIES:
- Based on a broad understanding of University issues and presidential priorities, strategically manage the President's professional calendar.
- Coordinate and direct the daily office operations, correspondence, phone calls, inquiries, requests for appointments with the President, and make appropriate referrals.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Review, sort, and direct President’s mail, referring action items to the Chief of Staff, President, or others, as appropriate.

Work independently, strategically and effectively to provide the President appropriate briefing materials, analysis, and reports necessary for meetings, conferences, communications, and phone calls.

Coordinate the President’s and President’s spouse’s domestic and international university-related travel.

Maintain schedule for all standing committee/board functions involving the President.

Schedule a variety of meetings involving the President, coordinating details including room scheduling, food and equipment requirements, preparing meeting materials and notifying and confirming attendees.

Compose original correspondence and prepare sensitive and complex materials and outgoing correspondence from oral or written instructions.

Edit correspondence prepared for the President for clarity, grammatical correctness, information accuracy, format, and consistency with administrative policies, procedures and regulations.

Review, revise, and maintain filing systems, ensuring timely filing of documents, purging files on a regular basis, and arranging for storage of archived materials.

Communicate (orally and in writing) and interact professionally, tactfully, and respectfully with campus and community constituents.

Work closely with the Chief of Staff and the Director of Public Affairs and Communications on materials and projects related to publications, awards, public displays, public relations, University initiatives, and presidential commitments.

Work closely with the Initiatives and Presidential Events Specialist to provide guidance and support on presidential initiatives, events, and programs.

Coordinate campus visits for high-level visitors including legislators, public officials, members of the CSU Board of Trustees, campus counsel and other dignitaries.

Coordinate President’s Cabinet searches.

Work with a variety of computer applications, including the Microsoft Office suite of programs, PeopleSoft and Zoom.

Perform other job-related duties and special projects as assigned.

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS:

- Requires at least five years recent (within 2 to 3 years) experience working in a senior-level administrative office in which the applicant demonstrated the knowledge and skills listed below; or
- A combination of education and experience in an educational environment which demonstrates the applicant has acquired the knowledge and skills listed below;
- Current typing certificate (ability to type at a corrected rate of 45 net words per minute);
- Demonstrated ability to maintain strict confidentiality; keep confidential information secure; exercise sound, professional judgment and discretion; work effectively under deadline pressures; and manage conflict;
- Demonstrated ability to use tact and diplomacy with internal and external constituents;
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating, competing and time-sensitive deadlines;
- Excellent writing skills with a strong command of English grammar, spelling and punctuation;
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both orally and in writing;
- High attention to detail with a high degree of accuracy in document preparation;
- Willingness and initiative to accomplish a broad range of tasks in time-sensitive situations requiring tact, discretion, and diplomacy;
- Strong knowledge of organizational and management structures;
- Thorough knowledge of presidential duties and priorities and knowledge of the functions of the Office of the President;
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside of the University by exercising a high degree of professionalism, diplomacy and discretion;
- Ability to interpret, communicate and apply policies and procedures;
- Superior ability to independently develop and implement research assignments, including data collection, analysis and reporting;
- Demonstrated ability to communicate and interact discreetly and effectively with senior university officials and persons in senior positions outside the university;
- Ability to develop event programs based on knowledge of University protocol and donor relations;
• Ability to plan multiple levels of events and assemble cross functional teams to coordinate a variety of special events ranging from small, single events to large multi-event gatherings;
• Must be able to work effectively with the President, the President's spouse, and University staff and faculty;
• Knowledge of communication strategies and ability to manage production of communications materials; ability to work effectively with professionals in communications, graphics and production;
• Ability to work effectively and organize, plan and supervise an office team in a high-level, high-profile, and fast-paced environment with frequent interruptions and multiple levels of activity and priorities, while maintaining professional composure;
• Mastery of other office skills, including typing, dictation, budget management, filing and record keeping;
• 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;
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• A bachelor’s degree is preferred.
• Bilingual ability (English-Spanish) also desirable.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: 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.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: 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.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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