Position Description

Requisition Number: 03023534
Position Number: 02014666
Dept: VP - INFO & EDUCATIONAL TECH - 061425
Position: EXECUTIVE ASSISTANT
Approved Payroll Title Code: 4722
Approved Payroll Title: _____ ASSISTANT III
Approved MSP Salary Grade: 
Approved PSS Salary Grade: 0

POSITION DETAILS

Job Summary: Reporting to the IET Human Resources Manager, provide executive-level support, including analytical, critical communication, and day-to-day administrative and analytical support to IET Executives and Directors.

Interact with high-level campus administrators, including executives and managers at other campuses and the UC Office of the President, other executive assistants, vendors, and national and regional organizations; manage complex schedules and calendars; provide administrative support for campus and IET committees led by the executives listed above; arrange travel; research and prepare syntheses and reports; serve as a point of contact including triaging urgent calls and responding on behalf of the executives; and coordinating special events and projects as directed.

Campus Job Scope:

IET provides campus mission-critical services used by the entire population of student, faculty, staff, and university affiliates. As such, many services have little or no tolerance for downtime.

As the assistant for IET senior leaders, this position will be expected to either process issues immediately or route calls and emails quickly and accurately in order to address campus-wide technology issues. These can include cyber security threats, major service outages, and other campus emergencies that may impact or require technology services.

In supporting the senior leaders, assigned work will often have a short time frame for completion, entail complex and detailed components, and have expectations for a high degree of accuracy.

Department Specific Job Scope:

Positions Supervised: NA

Essential Responsibilities:

80% EXECUTIVE & ANALYTICAL SUPPORT TO IET SENIOR LEADERSHIP
Provide executive support ranging from calendar management and travel coordination to topical research and problem resolution. Serve as the primary administrative support to Executives and Directors. Serve as the first point of
contact. Maintain a calendar of activities & portfolio of current tasks; identify & track deadlines to ensure obligations are met; advise the senior leadership on upcoming issues, deadlines, & administrative procedures; ensure follow-up actions are taken. Manage multiple, complex calendars, exercising sound judgment when choosing between conflicting priorities & keeping the executives apprised of changes. Complete research on various issues & topics to assist IET senior leadership. Research, analyze, compile information, and organize findings and present results in a clear & concise format. This includes reviewing and summarizing appropriate reference materials. Coordinate support of senior leadership members with other IET administrative assistants to ensure immediate backup and coverage is possible and available.

10% PROVIDE BACKUP SUPPORT TO OTHER IET EXECUTIVE ASSISTANT(S)
Provide backup coverage to other IET executive assistant(s), especially the executive assistant to the CIO, during absences or when they are attending meetings or training. Provide assistance for group projects or large projects assigned to the executive assistants.

10% ADMINISTRATIVE AND ANALYTICAL SUPPORT FOR THE OFFICE OF THE VICE PROVOST
Maintain important files including those documenting agreements and major decisions made by the CIO & senior leadership. This includes tracking, copying, filing & destroying confidential files & records. Develop & maintain a standard physical & electronic filing system. Assist the IET Human Resources group with handling and processing confidential and sensitive personnel files and other tasks as needed.

Lift and carry a laptop and projector weighing up to 15 pounds in support of meetings. May need to carry bulk printing materials of up to 20 pounds for meetings.

Sit at a desk and in front of a computer screen for extended periods of time.

Due to the mission-critical services provided by this department, this position may work hours other than M-F 8-5, especially in support of some scheduled meetings.

Vacation time around critical periods, such as major IET coordinated events, will be restricted.

Work in a busy, dynamic and fast paced office environment with frequent interruptions, short deadlines, and priority changes.

Travel between campus and off-campus locations.

Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, and report any workplace safety issues promptly to their supervisor or the designated safety coordinator.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:
Yes

QUALIFICATIONS

Minimum Qualifications:
Experience performing executive-level support in a fast-paced, complex, and high-profile office environment.
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<th>Experience working with sensitive and confidential information, and using professional tact and courtesy skills to handle sensitive and/or difficult situations.</th>
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<td>Experience in dealing with multiple problems and issues, developing priorities and solutions, and successfully executing solutions.</td>
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<td>Experience managing multiple and dynamic electronic calendars. Experience in using electronic calendars in both the Office 365 and Google Calendar environment.</td>
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<td>Experience conducting research, compiling information and producing reports for executives.</td>
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<td>Experience coordinating large complex meetings and events.</td>
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<td>Interpersonal and communication skills to communicate at all levels of the organization, including interact and present information to constituents from diverse cultural backgrounds and perspectives in person, in writing and on the telephone and describe technical requirements to technical and non-technical audiences.</td>
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<td>Organizational, time management and analytical skills to establish goals and set priorities among competing demands and multiple deadlines, and manage the details of complex projects.</td>
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<td>Experience in using office applications (word processing, spreadsheets, databases, presentation software, etc.) and in learning new software or new software versions.</td>
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<td>Preferred Qualifications for Selection:</td>
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<td>Experience interpreting and applying UC policies and procedures.</td>
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<td>Experience in providing executive support in a higher education environment or to IT executives.</td>
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<td>Experience researching IT and technology related information on products, services, and issues and summarizing the research.</td>
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<td>Skills to establish, organize, and maintain confidential and general files in a current, clearly labeled system that permits rapid retrieval of information in both electronic and physical formats.</td>
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<td>Knowledge of UC Davis and UC organizations, and campus policies and procedures for general administrative functions including travel policies, records retention, event guidelines, etc.</td>
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<td>Skill to learn technology terms, tools, services, etc. of Information Technologies and IT issues as it relates to higher education.</td>
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