

## CAREER OPPORTUNITY

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Job Title: **Executive Assistant for Administration and Operations**

Job ID: 14306

Full/Part time: Full-time

Regular/Temporary: Regular

Department: Moss Landing Marine Laboratories

### Compensation

Classification: Confidential Administrative Support III

Anticipated Hiring Salary: Commensurate with experience, up to \$6,236/month

FLSA status: Exempt

### About the Position

Reporting to and receiving work lead direction from the Director of Moss Landing Marine Laboratories, the Executive Assistant for Administration and Operations will provide operational improvement guidance, analysis, and recommendations to the Director with laboratory planning, program support, financial operations, staff and academic human resources, project development and planning, graduate program and coordination of laboratory operational departments.

This position is located in Moss Landing on the Monterey Bay approximately 26 miles south of Santa Cruz and 19 miles north of Monterey. MLML's main lab is located at 8272 Moss Landing Road, which runs parallel to Highway for about 1 mile.

Responsibilities include, but are not limited to:

- Facility Operations - Assists in managing the operations of the facility, including, budget and fiscal activities, staff and academic personnel, student services, resident rental services, and graduate program. Provides support to the Director in the development of long-range and strategic plans for academic programs, human and financial resources, and facilities.

- Graduate program - Oversees and directs daily administrative operations of marine science graduate program in concert with the Graduate Program Assistant. Oversees consortium policy discrepancies, new program policy development and implementation, program planning and evaluation, program fiscal management, reviews exceptions to program and home campus policies.

- Academic Affairs - Works cooperatively with Human Resources and, as directed, with Faculty Affairs, other SJSU departments and the SJSU Foundation to implement personnel and fiscal policy and guidelines. Attends Provost and HR meetings; advises faculty, Director and Chair on personnel practices, program evaluation and fiscal policy. Coordinates with Director, Chair, and faculty on implementation issues connected with

retention, tenure, and promotion as promulgated by RTP committee.

- Fiscal Administrative operations - Advises Director with regards to policy and procedures for budget administration and management. Coordinates and oversees daily fiscal administrative operations. Responsible for ensuring the Director is well informed of operating expenses, budget projections and overages. Ensures all fiscal reporting and analysis are accounted for MLML's Contracts and Grants Overhead accounts and State accounts.

- Administrative Oversight - Oversees for MLML administrative functions, implements guidelines and procedures for preparation and administration of budget and personnel practices related to faculty, staff and students. Receives, generates and transmits reports, papers or other general correspondence that relates to planning, development, fiscal and decision-making within MLML. Assists the Director in his capacity as Executive Secretary for the MLML Governing Board. Oversees coordination of bi-annual Governing Board meetings with support operational staff.

- Human Resources – Assists in matters pertaining to staff performance, contract interpretation, grievances, complaints, disciplinary actions, salary negotiations, attendance and other personnel issues. Serves as initial contact for staff complaints or confidential matters. Serves as initial contact for all State and Foundation Human Resource matters as well as staff, non-curricular student and resident complaints and confidential matters. Identifies and determines cause of problems, communicates these to the Director, and implements plans of action towards resolution.

- Project Development & Planning Administration - Collaborates with the Director in capital planning activities aimed towards programmatic development. Provides executive level assistance to the director. Assists the Director in coordinating real estate development processes, strategic planning, and personnel feasibility assessments. Coordinate operational staff and organizations to assist with development phase plans (defining, designing, development, transition and support) inline with laboratories program plan. Solicits project development guidance and recommendations from external agencies, organizations and institutions.

- Work Lead Responsibilities – directly coach and coordinates activities of several staff employees. Interviews, makes hiring recommendations, and trains employees. Establishes performance standards inline with the mission of the laboratory. Reviews work performance against standards; plans position/facility short term goals; directs and assigns duties. Participates in review and appraisal of employee performance. Evaluates time management and training needs; develops training plans, recommends employee discipline based on research; addresses complaints and resolves problems.

#### Education and Experience

Any combination of education and experience equivalent to: Bachelor's degree and five years of progressively responsible administrative and analytical experience, two years of

which have included a lead role, in at least two of the following areas: fiscal and human resources administration; facility operations; graduate programs and academic affairs; project development and planning administration.

#### Knowledge, Skills & Abilities

- Excellent interpersonal and responsive skills to establish and maintain professional and cooperative working relationships with administrators, faculty, staff, students, general public as well as numerous local, state and federal officials.
- Ability to exercise initiative, flexibility, good judgment and discretion; work well independently and as part of a team; assimilate from oral or written sources, a broad knowledge of CSU and agency policies and procedures and apply them consistently.
- Strong skills and experience in the area of employee relations.
- Political acumen sufficient to establish and maintain effective working relationships with diverse constituents.
- Excellent organizational, planning and analytical skills with ability to prioritize workloads, anticipate needs, oversee a number of large and multifaceted projects (fund raising, project planning, academic and physical master plans, budget analyses, etc.), and ability to function independently to meet deadlines, often with frequent interruptions.
- Knowledge of contracts and grants administration.
- Working knowledge of software applications such as, Microsoft Office Suite, Quickbooks, PeopleSoft and Filemaker.
- Ability to accurately interpret and communicate technical procedures or regulations.

#### Preferred Qualifications

- A minimum of 3 years work experience in academic setting (preferably Marine Science) is preferred.
- Experience in collecting and analyzing complex budgets, as well as providing fiscal analysis and reports.
- Experience in leading support staff including evaluating performance, assisting with grievances, ensuing a diverse array of staff work in an effective and collegial fashion. A broad level of experience in handling different HR related matters.
- Experience in leading and coordinating the operation of an administrative unit (preferably in an academic setting) both effectively and efficiently.
- Evidence of organizational and analytical skills.
- Experience with large-scale projects and program development.
- Some experience in handling facilities matters is preferred.

#### Posting Date

December 21, 2011

#### First Screening Date

January 27, 2012

This position is open until filled; however, applications received after the first screening

date will be considered at the discretion of the university.

#### Required Application Materials

Resume

Letter of Interest

Complete SJSU Online Employment Application to apply, please visit our website at:

<http://apptrkr.com/224169>

Please note that failure to completely fill out each section of the online application may result in your application not receiving consideration.

#### Note to the Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

#### Equal Employment Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

#### University Shared Values

Learning: Valuing education and promoting life-long learning.

Student and Employee Success: Placing our highest priority on academic success and personal growth.

Excellence: Setting the highest standards in all we do.

Integrity: Being honest, fair and accountable for our actions.

Diversity: Respecting diversity and recognizing the strength this factor brings to our community.

Community: Valuing collaborative relationships.

#### Contact Information

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