

Job Announcement

See posting at <http://www.sjsu.edu/hr/careers/jobs>

Job Title: Executive Assistant for Administration and Operations

Job ID: 23202

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Code: 3312

Administrator II

Department: Moss Landing Marine Lab

Classification: Administrator II

Salary Range: Commensurate with experience

FLSA status: Exempt

About the Position

Reporting to the Director of Moss Landing Marine Laboratories, the Executive Assistant for Administration and Operations will provide guidance, analysis and recommendations for improvements in operations to the Director in regards to laboratory planning, program support, financial operations, staff and academic human resources, project development and planning, graduate program operations, and coordination of laboratory operational departments.

Moss Landing Marine Laboratories (MLML) has an international reputation for excellence in marine science research and education, and is the second oldest marine lab on Monterey Bay. MLML is a consortium of seven California State University campuses (East Bay, Fresno, Monterey Bay, Sacramento, San Francisco, San Jose, and Stanislaus), with consortium undergraduate and graduate students taking courses or pursuing their Masters of Science degrees at MLML. San Jose State University administers the lab. MLML is located in Moss Landing, approximately 26 miles south of Santa Cruz and 19 miles north of Monterey.

Responsibilities include, but are not limited to:

FACILITY OPERATIONS: Responsible for overall operations of the facility, including all operations budget and fiscal activities, staff and academic personnel, student services, resident rental services, and graduate program. Directly coaches and coordinates activities of several staff employees. Assists the Director in the development of long-range and strategic plans for academic programs, human and financial resources, and facilities. Recommends action and allocation or reallocation of financial and human resources.

FISCAL ADMINISTRATIVE OPERATIONS: Advises Director with regards to policy and procedures for budget administration and operations. Coordinates and oversees daily fiscal administrative operations. Responsible for ensuring Director is well informed of operating expenses, budget projections and overages. Ensures all fiscal reporting and analyses are accounted for in MLML's Contracts and Grants Overhead accounts and State accounts.

GRADUATE PROGRAM: Oversees and directs daily administrative operations of marine science graduate program in concert with the Graduate Program Coordinator. Supervises the work of the administrative support staff in line with program mission. Communicates the graduate program vision and strategies to front office and operational staff.

ADMINISTRATIVE OVERSIGHT: Oversees MLML administrative functions, implementing 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 or her capacity as Executive Secretary for the MLML Governing Board.

HUMAN RESOURCES: Manages matters pertaining to recruitment, staff performance, contract interpretation, grievances, complaints, disciplinary actions, salary negotiations, attendance and other personnel issues. Evaluates time management and training needs of staff. Serves as initial contact for staff complaints or confidential matters. Identifies and determines cause of problems, communicates these to the Director, and implements plans of action towards resolution.

ACADEMIC AFFAIRS: Works cooperatively with Human Resources, Faculty Affairs, Dean's office, other SJSU offices and the SJSU Research Foundation to implement personnel and fiscal policy and guidelines.

Attends Provost and HR meetings; advises faculty, Director and Chair on recruitment, personnel practices, program evaluation and fiscal policy. Oversees recruitment processes for temporary and tenure track faculty.

PROJECT DEVELOPMENT & PLANNING ADMINISTRATION: Collaborate with the Director in capital planning activities aimed toward programmatic development, as well as executive level assistance. Coordinate operational staff and organizations to assist with development phase plans (defining, designing, development, transition and support) in keeping with the laboratory's program plan.

Education and Experience

Any combination of education and experience equivalent to a Bachelor's degree and five years of broad and increasingly responsible administrative and analytical experience which demonstrates the ability to perform the essential functions of the position.

Preferred Qualifications

- Three years of work experience in CSU system
- Previous supervisor or management level experience
- Human resources experience (staff performance, grievances, salary negotiations, other personnel issues)
- Budgetary responsibilities
- Facilities operations, planning and management experience
- Marine Science work experience

Knowledge, Skills & Abilities

- Excellent organizational, planning and analytical skills with ability to prioritize workloads, anticipate needs, oversee a number of large and multifaceted projects and function independently to meet deadlines, often with frequent interruptions.
- Strong financial analytical skills.
- Advanced skills and knowledge of organization principles, complex and large budgets, and the strategic planning of finances.

- Competence with personal computing applications and computerized information systems with the ability to learn new systems in a highly technical environment.
- Demonstrated ability to exercise confidentiality, flexibility and good judgment.
- Strong skills in the area of employee relations.
- Advanced skills and knowledge of administration and management protocol, conflict resolution strategies, effective communication tactics (oral and written).
- Extensive related administrative and supervisory experience, including training, supervising, evaluating and motivating staff.
- Demonstrated leadership experience with ability to effectively manage change and resolve complex problems independently.
- Political acumen and communication skills sufficient to establish and maintain effective working relationships with diverse constituents and organizations.
- A broad knowledge or ability to learn CSU and related agency policies and procedures.
- Excellent writing skills and ability to communicate complex material in written and oral formats.

Posting Date: January 29, 2015

First Screening Date: March 6, 2015

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 Material:

Resume

Letter of interest

List of References

Complete SJSU Online Employment Application

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

Note To 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 fingerprint service through the university's Police Department. SJSU will pay all costs associated with this procedure.

SJSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS)

All San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Equal Employment Statement

SJSU is an Equal Opportunity Affirmative Action employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability.

It is the policy of SJSU to provide reasonable accommodations for applicants with disabilities who self disclose.

Contact Information One Washington Square San Jose, CA 95192-0046

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Vision 2017 Goals

SPARTAN PRIDE: Develop vibrant, safe and welcoming communities that create a sense of belonging and instill Spartan pride.

UNBOUNDED LEARNING: Enhance student success through continuous learning innovations.

HELPING AND CARING: Create a culture of helping.

AGILITY THROUGH TECHNOLOGY: Improve organizational responsiveness through an advanced technology infrastructure and by elimination of procedural obstacles.

21st CENTURY SPACES: Provide gathering spaces and up-to-date facilities.