San Jose State University Research Foundation

Position: Executive Administrative Assistant

DEPARTMENT: Central Office

IMMEDIATE SUPERVISOR: Executive Director

POSTING DATE: July 17, 2020

CLOSING DATE: Open Until Filled

SALARY: $75,000 - $80,000

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO’s and 7 HMO’s; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Exempt, Full-Time

GENERAL NATURE OF POSITION:
The Executive Administrative Assistant will report to the Executive Director of the San José State University Research Foundation. This individual will work to coordinate the efforts of the management team and serve in multiple advanced administrative roles including board liaison, project manager, event planner, and executive assistant. This role demands a strong sense of urgency and the ability to work independently on assignments with sound judgment. The right candidate will have a strong sense of ownership, be operations/process and procedure oriented and can confidently make decisions that best reflect the team’s and company’s goals. Having great organization skills, strong research skills, flexibility, project coordination and the ability to switch gears at a moment’s notice will ensure success. A high level of integrity and discretion in handling confidential information and professionalism in dealing with senior professionals inside and outside the company is imperative. Candidate must have the ability to quickly learn organizational structure and team objectives. Individual will work remotely until further notice, but will work onsite once management deems it appropriate.

ESSENTIAL DUTIES & RESPONSIBILITIES:
1. **Board Administration.** Serve as the primary administrator, activities coordinator, and point of contact for the SJSU Research Foundation Board of Directors. Work in consultation with the Executive Director to schedule meetings, develop and distribute all Board materials including new board member orientations, meeting packets (including budgets), and annual conflict of interest letters. Responsible for composing correspondence, taking and transcribing meeting minutes, ensuring proper signatures
are obtained on board-related documents, and maintaining well-organized files, including formal file and register of board resolutions.

2. **Annual Report.** Responsible for the planning, research, content and assembly of the Foundation’s Annual Report to all stakeholders. Must be able to analyze the foundation’s work of the prior year and select stories for inclusion in this important publication. Serve as editor and chief contributor. Interview researchers, assemble statistics, and supervise layout and production as well as distribution.

3. **Executive Support.** Serve as executive assistant to the Executive Director. Manage calendar, travel, reimbursements, and periodic file management. Ensure documentation is timely and accurate. Prepare confidential and general correspondence. Develop and, in consultation with department leads, continually update master planning calendar of key senior management actions and activities. Track activities and deliverables and report regularly at weekly management meetings.

4. **Research.** Independently perform research on a wide variety of issues, make decisions and presentations to support initiatives designed to support the foundation’s mission and goals.

5. **Facilities.** Serve as liaison to landlord and facilitate requests for building repairs, HVAC services, cleaning, etc. Update office displays and décor.

6. **Event/Meeting Planning and Coordination.** Work in consultation with directors to plan and coordinate various Research Foundation-sponsored events and meetings including annual holiday pot luck, picnics, and regular Central Office management, staff, and all-hands meetings. Track expenditures and maintain budgetary records.

7. **Supplies and Office Management.** Manage requests from employees for supplies. Place online supplies orders with vendors. Monitor and curb costs. Place orders for coffee and other beverage supplies. Maintain relationship with coffee service and water service company. Monitor water filter changes.

8. **Special Projects.** Work in consultation with the Executive Director and the Research Foundation management team to coordinate a wide range of projects and tasks associated with the programs and operations of the SJSU Research Foundation. Develop tools to track the progress of major and minor initiatives and activities.

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**INTERPERSONAL CONTACTS:**

1. Reports to the Executive Director.

2. Develop and maintain effective working relationships with Central office employees.

**SUPERVISORY RESPONSIBILITIES**

- Manages the work of part-time student assistants and/or interns as needed.

**QUALIFICATIONS:**

1) Education and Experience
• Bachelor’s Degree and a minimum of 7 years of experience in an advanced administrative role and/or generalist position interfacing with individuals at senior levels of an organization such as President, Vice-President, Board of Directors, as well as high levels external to the organization, such as corporate executives or elected officials.

2) **Knowledge, Skills, and Abilities Required**

• Must be proficient at taking and appropriately summarizing a significant volume of meeting minutes, as well as writing and editing other documents and correspondence. Strong ability to proof written materials.

• Ability to prepare and manage Executive Director’s calendar and travel. In addition, in consultation with administrative department directors, develop and continually update master planning calendar for key senior management actions and activities.

• Ability to help prepare the Executive Director for all public meetings and presentations, including preparing draft presentations.

• Must be comfortable and effective in an entrepreneurial environment and understanding when to act independently and when to include the Executive Director.

• Experience with event and meeting planning and coordination for various activities including Board of Directors dinners, holiday events, and company all-hands meetings.

• Fully proficient with Google Mail and Calendar and Microsoft Office, particularly Word, PowerPoint, and Excel.

• Proven track record of meeting deadlines and taking initiative to make confident and well-informed decisions.

• Utilizes tact, diplomacy, discretion and good judgement at all times, especially when exposed to sensitive or confidential material.

• Strong interpersonal skills with the talent to establish and maintain successful relationships in a team environment and cross-functionally.

3) **Physical Requirements**

• Must be able to operate general office equipment.

• Must be able to sit for extended periods of time.

• Some physical labor might be required, must be able to lift a minimum 30lbs.

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

**BENEFITS:**

The comprehensive benefit package includes:

a) Ten Health Insurance Plans to choose from, under the umbrella of CalPERS

b) Dental and vision coverages for employee and their eligible dependents at no cost to monthly cost to employee

c) Paid Federal & State Holidays (13)

d) Retirement Plan: features both a 403(b) Employee Deferred plan and a 403(b) employer-only contribution plan.

e) Separate vacation accruals and sick leave hours accumulations.

f) Paid Training and Conferences

g) Pay for Performance annual process featuring increases, as appropriate
APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html).

Due to the COVID-19 health crisis, all candidates must submit their application materials via E-mail at foundation-jobs@sjsu.edu. Please use job code CO EA in the subject line.

Reasonable Accommodation

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.