

Executive Assistant - Position Description Agricultural Sustainability Institute at UC Davis

To apply, review directions on “How to Apply” on the UC Davis Career Opportunities Web Page: <https://www.employment.ucdavis.edu>. Refer to Requisition # 03005018, Payroll Title: “___” Assistant III. ***For full consideration, apply by Thursday, March 24, 2011.***

Job Summary

Under general supervision of the Director, provide executive administrative support to the Director, Deputy Director, Director of Student Farm, and Program Manager, interacting with the Institute's external advisory board, internal steering committee, administrators, faculty, staff, and students at UC Davis and partnering institutions, external stakeholder groups, and distinguished guests at the highest level. Serve as liaison to the Director, responding to inquiries and determining relevant items to be brought to the Director. Manage the Director's complex schedule and electronic calendar, coordinate travel arrangements, prepare itineraries and materials for meetings and presentations, process travel and entertainment reimbursements, and provide general administrative support for the Director's activities.

Provide programmatic support for the institute and its units, the Sustainable Agriculture Research & Education Program, the UCD Student Farm, and the Russell Ranch Sustainable Agriculture Facility. Plan, coordinate, and provide administrative support for events, meetings, and special projects. Develop and monitor event budgets, maintain invitee lists and RSVPs, process purchase orders and vendor invoices, and track payments. Work with Director and Program Manager to manage, track deadlines and resolve administrative and logistical issues. Prepare correspondence, reports, and other written documents. Provide oversight to work delegated to student assistants. Manage ASI's Robbins Hall office.

Department description

As part of the UC Davis College of Agricultural and Environmental Sciences (CA&ES), the Agricultural Sustainability Institute (ASI) at UC Davis provides a hub that links initiatives in sustainable agriculture and food systems across all departments and units of the CA&ES, the UC Division of Agriculture and Natural Resources, and with other state, national, and international partners. ASI is directly responsible for the statewide UC Sustainable Agriculture Research & Education Program (SAREP), the Russell Ranch Sustainable Agriculture Facility, and the UC Davis Student Farm. ASI leads the coordination of multi-million dollar interdisciplinary proposals for projects and programs involving collaborators within and outside the University of California. This position is located in the ASI offices in Robbins Hall on the main campus. For more information, see www.asi.ucdavis.edu.

Essential Responsibilities

45% Executive Support

Provide executive administrative support to the Director, Deputy Director, Director of Student Farm, and Program Manager.

Manage and maintain electronic calendar for the Director; coordinate/schedule meetings and appointments, determine priorities and resolve conflicts.

Arrange complex domestic and international travel for Director, seminar speakers, occasional visitors, and conference attendees (i.e. transportation, lodging, meeting registration).

Prepare itineraries and materials for meetings, presentations and programs.

Prepare travel and entertainment reimbursements. Monitor and reconcile University corporate card accounts.

Inform academic departments of Director's planned absences.

Research, analyze and compile background information to prepare Director for meetings.

Receive/screen phone calls and email messages; quickly respond to inquiries, provide referrals, and determine relevant items to be brought to the Director. Track inquiries/requests.

Serve as Director's liaison, interacting with diverse groups of people.

Prepare reports, meeting and presentation materials and other documents.

Using MyInfoVault (MIV), assist with merit and promotion actions. Collect and maintain information for use on academic actions, including annual teaching and advising reports, biography forms, and academic award nominations.

40% Programmatic Support

Plan, coordinate and manage events and meetings, including but not limited to: scheduling of facilities, equipment, parking, catering, and travel arrangements for speakers/guests.

Develop event budgets, monitor ongoing expenditures for budget and policy compliance, and prepare final budget reports.

Coordinate event RSVPs; maintain database of invitees and attendees.

Perform project tracking of event plans – provide staff and other collaborators with updated timelines, due date reminders, and other progress updates.

Prepare and distribute event invitations, announcements, agendas, meeting notes, programs, directions, etc.

Delegate and/or direct the tasks of students/staff responsible for conference duties.

Attend events and resolve last-minute problems.

Process and track small gifts, prepare reports, gift acknowledgments and pledge reminders.

40% Programmatic Support (continued)

Assist in submitting proposals: coordinate receipt of proposal sections, format proposal sections to meet requirements, secure signatures and process forms for submission.

Coordinate and track receipt of grant proposals to ASI/SAREP grant funding programs, assist with coordination of confidential proposal review and grant award process.

15% General Support

Process purchase orders and invoices; verify invoices, track payments, troubleshoot. Receive and distribute supply orders, reconciling with order, and maintaining appropriate audit trail.

Maintain and update membership and contact lists, email lists, and shared Outlook calendars.

Establish and maintain general program files in paper and electronic filing system.

Compose and proofread a variety of documents, including correspondence.

Manage Robbins Hall offices; maintain office equipment and supplies and professional appearance of main office.

Supervise student assistants.

Preview, sort, and distribute incoming mail. Reception duties including answering phones, greeting visitors, errands, room scheduling, equipment reservations and other general administrative duties.

Physical Demands

Move/manipulate supplies and equipment of various weights using a cart and/or hand truck.

Work at a computer for extended periods of time.

Work Environment

This is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity check.

Valid California Driver's License to drive University vehicle between SAREP & ASI offices, meetings and events. Work in fast-paced, open workspace environment with office noise and frequent interruptions. Limited vacation during special events. Work occasional overtime to meet operational needs.

Minimum Qualifications

- ◆ Experience performing administrative support functions in an executive-level office environment.
- ◆ Experience managing electronic calendars and schedules.
- ◆ Experience managing details of meetings and large, complex events.
- ◆ Experience coordinating travel arrangements and processing travel and entertainment reimbursements.
- ◆ Interpersonal and communication skills to interact in person, in writing and on the telephone with a wide range of people.

Minimum Qualifications (continued)

- ◆ Experience handling multiple tasks and complex projects simultaneously with conflicting priorities, and meeting deadlines.
- ◆ Experience researching and interpreting information, and handling complex administrative and confidential issues with appropriate discretion.
- ◆ Experience composing and editing correspondence and documents for accuracy, consistency of format, spelling and grammar, language and professional appearance and style.
- ◆ Experience with various software applications (word processing, spreadsheet, database, presentation software).
- ◆ Skills to maintain computer files and records.

Preferred Qualifications

- ◆ Experience with DaFIS and MyTravel or other computerized accounting systems to process accounting and financial documents for purchasing, travel and reimbursements.
- ◆ Experience working in a higher education environment.
- ◆ Experience working with constituents from diverse cultural backgrounds and perspectives.
- ◆ Analytical skills to anticipate/identify problems, perform research, and develop creative solutions.
- ◆ Knowledge of University policies and procedures.
- ◆ Ability to interpret and apply university policies and procedures.

Expectations

- ◆ Exercise sound judgment in prioritizing and organizing a heavy workload in an active and complex working environment with multiple deadlines, distributing effort appropriately among the projects, meeting deadlines, and maintaining a high level of productivity.
- ◆ Provide administrative support that meets the needs of the Director and leadership team members.
- ◆ Effectively, accurately, and professionally communicate in person, in writing and on the telephone.
- ◆ Work cooperatively and effectively as part of a team.
- ◆ Perform essential responsibilities in a timely manner with excellent attention to detail.
- ◆ Maintain flexibility and willingness to adapt to changing situations in a positive manner.
- ◆ Elicit information needed to clarify inquiries and requests.
- ◆ Research and/or provide information to clarify situations and resolve problems.
- ◆ Anticipate problems/roadblocks and associated consequences, taking appropriate initiative.

Expectations (continued)

- ◆ Maintain a high degree of discretion, integrity and sensitivity to confidentiality and privacy; maintain confidential records and disburse information in a manner consistent with university policy.
- ◆ Learn the relative roles of faculty, staff and administrators, and the protocols for effective communications and interactions between these parties in the university environment.
- ◆ Effectively and diplomatically interact with individuals of varying ages and diverse cultural backgrounds and perspectives.
- ◆ Maintain positive and constructive interactions with donors and prospects.
- ◆ Read and follow the UCD Principles of Community.
- ◆ Participate in the annual CA&ES commencement exercise.

Dept. specific job scope

This position is part of ASI's core support team, led by the Program Manager (Analyst IV Supervisor). Other members of the team are the Budget & Finance Officer ("___" Assist. III), the Proposal Coordinator/Grant Writer (Sr. Writer), and the Communications Coordinator (Public Info Representative). This team provides support to the institute as a whole, and to the three program units.