UNIVERSITY OF CALIFORNIA MERCED
Executive Assistant to the Chancellor
Job Code SCO1369A
Location: Merced Campus

The University of California, Merced is the tenth campus of the University of California system and the first American research university built in the 21st century. With approximately 1,850 students, UC Merced will grow to an ultimate enrollment of approximately 25,000 students. The UC Merced campus is seeking knowledgeable and dynamic faculty, administrators, and staff.

The Chancellor is responsible for the leadership, management, and administration of the campus. This position involves interaction with university administrators and administrative offices at the highest level at other UC campuses, and the UC Office of the President. The position also involves interaction with Regents, governmental officials, faculty, staff, students, and members of the public. Duties are performed with independence and decision-making responsibility within campus and university policies, procedures, and guidelines.

This position is an integral part of the Office of the Chancellor. It is generally the first point of contact for legislators, Office of the President staff, sister campuses, community contacts, students, media, as well as internal contacts. Appropriate delegation or handling of calls or personal contacts requires a complete understanding of the substantive issues, an ability to communicate about the substantive issues with a variety of constituent groups, and highly effective decision making skills.

The Executive Assistant to the Chancellor provides principal administrative support to the Chancellor. The incumbent also provides support for all matters relating to business management and administration of the Chancellor's Office, including personnel issues, space needs, and staff supervision. Incumbent must exercise excellent judgment and discretion essential to handling sensitive and confidential matters.

The incumbent maintains the Chancellor's complex calendar, requiring the ability to make decisions on scheduling commitments which best utilize the Chancellor's time. Provide relevant information as required, prepare materials for meetings, and handle all travel arrangements for the Chancellor. Responsible for reviewing incoming correspondence and determining priorities of action and respond to the status of issues.

The position is the coordinating authority for the office management of the Chancellor's Office and works closely with all campus MSOs and Assistants to Vice Chancellors to ensure the guidelines set forth by the Office of the Chancellor are followed and requirements are adhered to.

Incumbent manages the departmental budget and oversees the Chancellor's Office chart of accounts. Monitors expenditures and researches, recommends, and implements cost-containment strategies. Reconciles general ledgers for the Chancellor's Office and ensures that the department is properly charged for goods and services. This includes assisting in auditing and controller functions and involves handling all requests from the Chancellor's budget funds. Advises the Chancellor on policies pertaining to the appropriate use of funds. This position requires an excellent understanding of policies and procedures and highly effective decision making skills.

The incumbent supervises four staff and oversees workloads, assigns projects, and provides training and evaluations. Recruits and hires for these positions, as well as temporary positions when needed.

Qualifications:

• BA/BS degree or equivalent combination of education and work experience required.
• Prefer experience in University setting.
• Demonstrated experience as an executive administrative assistant and office manager, excellent analytical and interpersonal skills sufficient to communicate and collaborate with all levels of university employees and directors.
• Ability to organize and prioritize job functions to meet deadlines and ensure smooth work flow.
• Demonstrated supervisory skills with knowledge of personnel and payroll actions: hiring, termination, staff evaluations, disciplinary actions, merits, reclassifications.
• Demonstrated ability to maintain confidentiality and exercise discretion with respect to sensitive matters.
• Work independently and as part of a team; prioritize work and manage a variety of complex projects simultaneously with accuracy and detail in a complex environment with changing deadlines and priorities and frequent interruptions.
• Extensive knowledge in UC policies and procedures; skills in interpretation and application of rules and regulations.
• Ability to interact with diverse groups of people; interpersonal skills, including tact, good judgment, diplomacy and flexibility in relating to diverse scientific research staff, faculty, staff personnel and external contacts.
• Ability to determine departmental needs and direct workflow; ability to determine training requirements, encourage employee development.
• Ability to multitask and work with conflicting demands on time
• Knowledge and experience with a variety of computer tools, including ability to use a variety of hardware systems and software applications.
• Occasional travel and altered work schedules.

How to Apply:

A University of California Merced job application, resume and cover letter are required. Online job application is preferred. Call 1-209-228-2968 or visit our web site at www.ucmerced.edu.

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