Executive Officer
Administration

As one of America’s finest universities, UCLA has a tradition of advancing higher education and the common good through excellence in scholarship, research and public service. UCLA is California’s largest university and a model for public institutions of higher education. Academic excellence, faculty distinction and a comprehensive curriculum are hallmarks of the UCLA experience. The university is an educational and architectural landmark in Los Angeles, attracting thousands of visitors and scholars each year.

UCLA has an outstanding opportunity for an Executive Officer to work directly with the Administrative Vice Chancellor for UCLA Administration. Administration provides a diverse set of services to faculty, students, staff and visitors. The division employs approximately 4,000 staff and operates with an annual budget of approximately $550 million. Administration is comprised of Campus Human Resources; Corporate Financial Services and Procurement; General Services, including Facilities, Environmental Health & Safety, and Transportation Services; Housing and Hospitality Services; Communications Technology Services; Administrative information Systems; Ticketing and Events Management; Campus Service Enterprises including Real Estate, Insurance and Risk Management and Early Care and Education; Financial Management Services, and the Campus Police Department.

- The Executive Officer is responsible for providing highly specialized project management and executive level staff support to the Administrative Vice Chancellor (AVC).

- Represents the AVC in and is responsible for the coordination, communication and management of various activities and programs related to animal rights issues, including dissemination of timely information to appropriate campus constituents on related matters, notification of potential demonstrations, both on and off campus, monitoring of various legal, regulatory and governmental activity, coordination of security matters and development of initiatives in support of the protection of University researchers.

- Research complex organizational issues and conceptualize solutions in order to compile relevant data and information from a variety of internal and external sources in order to develop alternatives and recommendations for executive decision-making.

- Provide high-level staff support to the Administrative Vice Chancellor. Coordinate Regents’ items and COC briefing notes for the organization. Coordinate requests for information to members of the Administrative Vice Chancellor’s senior management team. Author memoranda for organization or campus-wide distribution. Manage the distribution of communications from campus sources, such as the Chancellor’s Communications Service and external sources, to members of the Administrative Vice Chancellor’s senior management team and other recipients as appropriate.
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Qualifications:

The Executive Officer will possess a strong business orientation, an outstanding ability to build and sustain relationships within and outside of the Administration, and the diplomacy to represent the Administrative Vice Chancellor and the organization to its partners and constituents.

- Excellent interpersonal skills and the ability to interact effectively with high-level executives, administrators, faculty, and members of the public from a wide range of functional areas, backgrounds and organizational levels.
- Skill in negotiating and exchanging ideas to arrive at mutually agreed upon decisions, conclusions, or solutions.
- Experienced in building and sustaining effective working relationships with constituents and partners.
- Demonstrated ability to take a strong leadership position as part of a collaborative management team.
- Ability to develop support and consensus among diverse constituencies.
- Exceptional skills in writing, speaking and communicating complex technical information to reach audiences with varying levels of understanding.
- Effective negotiation skill to articulate goals, propose strategies and provide directions for division-wide initiatives.
- Proficiency in analyzing complex organizational, financial, or technical challenges and formulating sound and effective solutions.
- Proven managerial skills in establishing, managing, and completing multi-faceted and collaborative projects with tight time constraints.
- Ability to prioritize multiple assignments and complete them in a timely manner in an environment characterized by tight deadlines and competing and changing priorities.
- Skill in working independently and autonomously in support of division goals and objectives.
- Broad and deep knowledge base in financial, legal, and administrative subject matters.
- Candidates with UCLA or University of California experience are preferred.
- MBA or related business degree is desired.

How to Apply:

Qualified applicants may apply for this position using the UCLA Career Opportunities website. Go to https://hr.mycareer.ucla.edu and search for requisition 12564. Or, click the link below:

https://hr.mycareer.ucla.edu/applicants/Central?quickFind=53798

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