UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE ADMINISTRATIVE SPECIALIST

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Finance and Business Operations:
The Finance and Business Operations (FBO) organization provides high quality business support and administrative services that are vital to ensure excellence in UCR's teaching, research, and public service; consistent with campus growth, enabling technology, and enhanced customer service. The FBO organization consists of operational and administrative campus service departments, which provide support services in the areas of accounting, payroll, human resources, labor relations, information technology, risk management, resource planning and budgeting, capital resource management, design and construction, real estate, materiel management, and security/law enforcement.

Essential Functions:
Under the general direction of the Associate Vice Chancellor (AVC) of Finance and Business Operations, the Executive Administrative Specialist I provides executive level programmatic and administrative support to the AVC on a wide range of issues, projects, programs, and on matters of importance to the Office of the Vice Chancellor of Finance and Business Operations. This position also functions as the office manager by overseeing the day-to-day administrative support activities of the unit, serving as the lead point of contact in the office to ensure efficiencies and effectiveness of operations, and providing support to staff members.

Key Responsibilities Include:
Providing executive-level administrative support to the Associate Vice Chancellor by:
• Making informed and necessary decisions for the coordination of daily and long-range activities, meetings, conferences, retreats, and events that involve Vice Chancellors, Division Heads, Senior UC Administrators, campus staff, external consultants, and speakers.
• Managing workflow and communication processes in support of the AVC by communicating urgency and priority related to time sensitive issues/materials that require the AVC’s review/input/action, exercising mature judgment and independence regarding written or oral requests for the AVC’s time/consultation, and independently handling issues that do not require the AVC’s direct involvement.
• Maintaining the AVC’s calendar which consists of extensive coordination for setting appointments and securing venues in accordance with the urgency of subject matter, travel schedule, and priority commitments.
• Ensuring the AVC has all necessary background materials in preparation for meetings, committee participation, special events, etc., on a daily basis.
• Maintaining an up-to-date physical and electronic filing system for the AVC’s office as well as for the AVC’s committee service and events.
• Supporting the Office of the Vice Chancellor Finance and Business Operations (VC FBO) in the absence of the Executive Administrative Specialist II by providing executive level support on a wide range of issues, projects, and other matters relating to the VC FBO; communicating on behalf of the Vice Chancellor with other high-level administrative and academic offices; researching and collecting data to provide background and insight on a wide range of issues; coordinating and compiling meeting materials to develop a framework of issues; and maintaining the Vice Chancellor’s calendar.

Providing informational and analytical support to the Associate Vice Chancellor by:
• Identifying and overseeing the AVC’s information requirements, interfacing with staff across the campus to collect relevant data, developing analysis/executive level summaries of relevant facts, and providing appointment briefings and background materials to the AVC for review.
• Acting as a liaison between the AVC and other administrative offices at UCR, UCOP, or external entities by coordinating communication and exercising mature judgment and appropriate discretion in disseminating information in the completion of tasks.
• Performing analysis of complex topics relating to confidential and sensitive issues that support the business objectives and activities of the VC FBO office.
**Key Responsibilities Include:**
Managing the day-to-day administrative support activities of the unit by:

- Overseeing department meeting arrangements and assisting with scheduling conference rooms or other facilities, ordering media resource equipment, scheduling and coordinating conference calls, and attending meetings and following up on action items as requested.
- Providing calendar/meeting planning support for the FBO Service Center Director.
- Coordinating assignments that must be accomplished with other key administrators within the FBO organizational unit and across the campus.
- Maintaining and posting updates to the VC FBO and FBO Service Center websites under the direction of the VC, AVC, FBO Service Center leadership, and/or Policy Analyst/Information Officer.
- Reviewing all incoming mail to determine necessary action, routing as appropriate, providing pertinent background materials, and highlighting urgent items.
- Providing technical and administrative support to the AVC’s office by serving as Department Safety Coordinator, Equipment Custodian, Enterprise Directory Administrator, Travel Coordinator, Facilities Management System reporter, and Time and Attendance Reporting System Pre-Approver.

**Minimum Requirements:**

- **Education and Experience** equivalent to a bachelor's degree in a business or education related field and demonstrated progressive experience in providing administrative and analytical support including coordinating an executive calendar, special events, meetings, briefings, and committees of senior staff and/or management.
- **Skill** in coordinating complex administrative activities by determining the time, place, and sequence of actions to be taken; independently composing, editing, and distributing correspondence, reports, and other documents using Microsoft Word, PowerPoint, and Excel; communicating clearly and effectively in a manner suitable to a professional business environment with regard to both written and verbal communication; analyzing data and information to develop reports or analytical summaries to solve problems or support decisions; and in providing superior customer service by professionally interacting with clients at all times and promptly responding to service requests.
- **Ability** to balance competing priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines; establish and maintain cooperative working relationships by establishing rapport and trust with others; demonstrated ability to handle sensitive and confidential information, issues, and requests generated by high-level executives; and to take initiative to resolve issues related to the operations of the Vice Chancellor Finance and Business Operations while maintaining confidentiality at all times.

**Preferred Qualifications:**

- Bachelor's degree in business administration or related field.
- Experience working in an institution of higher education/campus environment.
- Experience providing executive-level administrative support within the UC system.
- Knowledge of the University administrative process.
- Knowledge of the applicable UC policies and procedures governing areas related to the responsibilities of the job.

**Conditions of Employment:**
This is a full-time, career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $50,695 - $61,230. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

**Benefits of Belonging:**
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website [http://atyourservice.ucop.edu/employees/new_employee/orientation.html](http://atyourservice.ucop.edu/employees/new_employee/orientation.html).

**Application Instructions:**
To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our UCR Jobs website [http://jobs.ucr.edu](http://jobs.ucr.edu) and selecting the browse jobs link. The Executive Administrative Specialist position number is 201211085734.

**Filing Date:** Open until 12/16/2012