

Position Description

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Report Run Date	
Position Number:	02018653
UC Path Position #	
Dept:	VP - UNDERGRADUATE EDUCATION - 061003
Position:	EXECUTIVE & BUSINESS OPERATIONS ASSISTANT
Approved Payroll Title Code:	4722
Approved Payroll Title:	_____ ASSISTANT III
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	0
POSITION DETAILS	
Job Summary:	<p>Under general direction of the Undergraduate Education Chief Administrative Officer and in collaboration with the Senior Executive Analyst who serves as lead, provide direct executive management and analytical support to the Associate Vice Provost for Academic Planning, Associate Dean for Undergraduate Education, and Assistant Vice Provost for Educational Effectiveness.</p> <p>Manage three executive's electronic calendars, commit executives to action, determine priorities and resolve scheduling conflicts to keep calendar manageable. Communicate tactfully and diplomatically with diverse groups of individuals. Coordinate and schedule meetings with departmental staff, faculty, university officers, administrators, including individuals from other campuses, the Office of the President, and the general public. Research and collect relevant information and materials to ensure executives are properly briefed and prepared. Initiate follow-up actions and draft correspondence if needed. Maintain confidentiality and discretion in all areas. Manage projects for executives to ensure timely and accurate completion.</p> <p>Serve as the primary resource to provide information to, for and on behalf those executives. Coordinate and manage special projects, reports, and meetings. Provide confidential administrative support for activities conducted by the VPUE team.</p> <p>Assist UE units in other duties as needed, such as participation in intra-</p>

	<p>office workgroups, meetings, & program support. Primary contact and resource for placing work orders and working with special services, facilities, and the lock shop. Manage equipment inventory, record salvage and missing equipment. Serve as Authorized Telecommunications Representative (ATR). Independently process financial transactions, purchase requests, budget adjustments, and financial corrections. Provide administrative and transactional support for staff recruitment and separation activities.</p>
Campus Job Scope:	
Department Specific Job Scope:	<p>The Associate Dean, Associate Vice Provost, and Assistant Vice Provost are part of the Undergraduate Education's Senior Management Group and are charged with a variety of tasks to improve student and faculty success. This position has regular access to confidential information and decisions and is expected to draft documents; research and assemble data; and prepare summaries at the highest level related to management strategies and decisions.</p> <p>This position is part of the UE Business unit, a consolidated business team serving the broader UE organization which is comprised of 11 diverse operational/academic units. The UE is responsible for leadership in sustaining and improving the quality of undergraduate education and line responsibility for operation of 11 operational/campuswide academic units with 50 FTE and associated budgets, namely the Center for Educational Effectiveness, the University Honors Program, Summer Sessions, UC Davis Washington Center, the Center for Leadership Learning, International and Academic English, Academic Advising, First Year Seminars, Academic Advising, Quarter at Aggie Square, and the Undergraduate Research Center.</p>
Positions Supervised:	NA
Essential Responsibilities:	<p>40% EXECUTIVE SUPPORT Manage multiple complex calendars for three executives, independently committing them to action, determining priorities of events, meetings, and travel, and choosing between conflicting engagements. Coordinate meetings and information with faculty, staff, university officers, administrators, Chancellor's Office, Office of the President and others. Compile and research information for meetings, including agendas, goals and outcomes, talking points, relevant background information, articles and current events/activities. Compose correspondence and proposals on behalf of the executives. Assist with executives' committees including but not limited to Classroom Use Committee, Honors Faculty Board and other standing meetings. Provide coordination and scheduling, research and analysis of information, historical data, and preparation of briefing materials; prepare reports and spreadsheets as needed. Provide all aspects of coordination -for events hosted/sponsored by these executives. Manage all aspects of travel coordination for executives. Coordinate the Academic Program Review process by working with the academic senate, deans' offices, faculty and Provost's office and presenting</p>

<p>Physical Demands:</p>	<p>meeting results to the AVPUE.</p> <p>40% BUSINESS & PROGRAM SUPPORT This position will provide additional administrative support as needed to the Center for Educational Effectiveness, First Year Seminar Program, and the University Honors program at the discretion of the UE CAO and in collaboration with the UE administrative team and supported executive. Manage equipment and computer inventory, record salvaged or missing equipment, add new equipment, originate loan agreements, arrange maintenance agreements, upgrade and replacement cycles, initiate and submit Bargain Barn forms for salvaged/sale equipment. Independently process financial transactions, purchase requests, budget adjustments, financial corrections and verify account numbers and the appropriateness of expenses. Primary contact for placing work orders and working with special services, facilities, and the lock shop. Serve as Authorized Telecommunications Representative (ATR). Coordinate all interview logistics to include: contacting recruitment advisory committee members to schedule meetings and staff candidate interviews, reserving rooms, preparing and delivering packets for committee members. Assist with onboarding new hires, coordinate hiring and exiting (Separation) administrative activities. Assist with processing UE room reservations from department listserv, and serve as backup and overflow administrative support for VPDUE units.</p> <p>15% ANALYTICAL SUPPORT On behalf of these executives, make contacts of a sensitive nature, internally and externally in support of the offices' objectives. Evaluate and research questions and issues for resolution and implementation. Provide analytical and project management support for special projects and initiatives that engage administrators and units from across campus. Collaborate with the executives to understand project scope, timelines and communication strategies; research, extract, analyze and interpret data in response to multifaceted issues; make recommendations and provide documentation.</p> <p>5% SPECIAL ASSIGNMENTS Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.</p> <p>Sit at desk/computer for extended periods of time reading fine print online and hard copy Bend, stoop, reach, lift and shift boxes, equipment, supplies, maneuver conference room furniture and files weighing up to 30lbs Travel to various campus office locations throughout the year</p>
<p>Work Environment:</p>	<p>Work occasional overtime, including evenings and weekends usually on short notice to meet operational needs.</p> <p>Restricted vacation during peak workload periods.</p>

	<p>Work in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.</p> <p>Work under heavy workload with frequent interruptions and conflicting priorities while maintaining composure at all times.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibits on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Organizational and time management skills to establish goals, set priorities and manage deadlines; to multi-task and adjust priorities; and adaptable to many environments, directions and duties as the executives' needs dictate.</p> <p>Experience performing complex administrative and clerical support functions for a senior manager in an executive-level office.</p> <p>Experience analyzing and extracting complex information to determine level and scope of impact, evaluate risks/consequences, develop creative solutions, act expeditiously; and to understand the factors associated with decision-making in a high-level executive office.</p> <p>Professional experience and political acumen to handle sensitive or difficult situations diplomatically, to represent high level executives with tact and discretion, and to work effectively and sensitively with constituents from diverse cultural backgrounds and perspectives.</p> <p>Experience managing dynamic electronic calendars, and scheduling and coordinating large, complex meetings and special events.</p> <p>Experience working in an executive office environment that requires interpersonal and communication skills to create and maintain professional collaborative working relationships with an acute understanding of customer service and business processes.</p> <p>Experience using various software programs (MS Word, Access, Excel, PowerPoint, Outlook, Google Suite, Box, Chrome (or other browser) etc.) to accomplish assignments.</p>
Preferred Qualifications for Selection:	<p>Experience gathering and synthesizing information from a variety of sources with skill to translate, define and present the information to others.</p> <p>Skill to maintain composure under heavy workload, frequent interruptions and conflicting priorities.</p>

	<p>Knowledge of and skill to interpret and apply UC policies and procedures.</p> <p>Familiarity with campus-wide offices, administrative contacts, campus structure and resources.</p> <p>Experience working in a higher education environment; familiarity with higher education goals and terminology.</p> <p>Experience with the general principles of accountability for access and use of automated financial and personnel systems.</p> <p>Experience with DaFIS and Quali Transaction Processing and Decision Support, Aggie Travel and with Banner Student Information System.</p>
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Expectations

Job Expectations	<p>Model the UC Davis Principles of Community by leading the effort to foster a positive work environment and further the organizational mission.</p> <p>Work efficiently and effectively on multiple projects with competing deadlines; demonstrate flexibility in dealing with people and competing demands; effectively manage details of complex projects</p> <p>Exercise independent judgment, leadership and discretion, and to maintain confidentiality in complex, ambiguous, controversial or sensitive situations.</p> <p>Handle sensitive or difficult situations diplomatically, and to work effectively and sensitively with constituents from diverse cultural backgrounds and perspectives; respond to a diverse group in a professional and diplomatic manner</p> <p>Work with a high level of accuracy, efficiency and attention to detail.</p> <p>Maintain accountability, establish audit trails, evaluate systems/procedures and implement improvements. Recognize inconsistency in details and to independently research missing information or solicit input as appropriate. Handle multiple concurrent projects, maintain high level of productivity and maintain composure and flexibility when handling unpleasant situations.</p> <p>Learn new skills and take advantage of career development and training opportunities. Learn new systems and software as needed. Be flexible and adaptable when change occurs</p> <p>Conform to UC Davis' identity standards found at http://IdentityStandards.ucdavis.edu. (When responsibilities identify web tasks)</p>
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