



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Executive Administrative Assistant  
**Position Department:** Administration  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Full-Time  
**Compensation:** \$57,400 - \$82,000  
**Reports To:** Executive Director

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### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Executive Administrative Assistant provides clerical, administration and logistical support to the Executive Director and Government Administration Department.

### **Essential Functions**

- Serve as the confidential Executive Administrative Assistant for the Executive Director.
- Responsible for managing the Executive Director's calendar, meeting planner, travel arrangements, files and confidential correspondences, and accounts payable expense reports.
- Assist in the implementation of special projects to ensure efficient and effective administrative operations.
- Serve as a key staff member in assisting the Executive Director's role as liaison between directors, staff, University representatives and the community at large.
- Prepare reports, presentations, requisitions, contracts, meeting minutes and statements as needed.
- Maintain permanent records, files and other general information and necessary data or record keeping mechanisms to achieve smooth data management processes.
- Provide clerical, coordination, and research for Board of Directors action items that include regulatory impacts and policy development.
- Work in conjunction with the Government Administrative Assistant to provide general administrative support to the Government and Administration departments and Associated Students House.

- Assist with the implementation of special events and social activities in conjunction with other staff and/or the Board of Directors to create the appropriate environment and image for the organization and its services.
- Follow and implement Associated Students employment policies and procedures and report personnel matters to the Executive Director and Human Resource Manager.
- Provide administrative support in the analysis, development, implementation and monitoring of database management related to Human Resources and auxiliary functions of the corporation, as assigned.

### **Knowledge, Skills, and Abilities**

- Ability to establish and maintain cooperative working relationships within a diverse University environment.
- Ability to effectively present information and respond to inquiries from campus constituents, employees, students and the general public.
- Ability to prepare business correspondences, prepare and finalize meeting minutes, and organize and conduct research according to level of the request.
- Ability to read and interpret policies and procedures, make recommendations for changes and improvement, and ability to advise others of the appropriate action.
- Ability to work independently with minimal supervision.
- Ability to plan and organize office activities.
- Ability to organize and set priorities and meet deadlines.
- Excellent verbal and written communications skills.
- Excellent interpersonal skills.
- Prior knowledge or experience in higher education is preferred.
- Must be proficient in Microsoft office programs including Word, Access, Excel, and PowerPoint.

### **Work Environment, Hours and Physical Demands**

- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

### **Required or Preferred Education and Experience**

- BA/BS degree in Business Administration or related field.
- Minimum 3 years of experience in administrative support functions.
- General knowledge of various employment laws and practices.
- Skills in database management and record keeping are necessary.

### **Notes to Applicants**

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

### **Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

### **Deadline**

The first application review will begin on September 13, 2021.

Click [here](#) to apply!