

# San José State University Research Foundation

**Position:** Executive Assistant

**DEPARTMENT:** Central Office

**IMMEDIATE SUPERVISOR:** Executive Director

**POSTING DATE:** March 9, 2022

**SALARY:** \$80,000-\$95,000 annually

**EXEMPT STATUS:** Exempt, Full-Time, Hybrid

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## GENERAL NATURE OF POSITION

The executive administrative assistant will report to the executive director of the San José State University Research Foundation (SJSURF). This individual will work to coordinate the efforts of the management team and serve in multiple advanced administrative roles including board liaison, project manager, event planner, and executive assistant.

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## ESSENTIAL DUTIES & RESPONSIBILITIES

1. Serve as executive assistant to the executive director. Manage calendar, travel, reimbursements, and periodic file management. Ensure documentation is timely and accurate. Develop and, in consultation with department leads, continually update master planning calendar of key senior management actions and activities. Track activities and deliverables and report regularly at weekly Leadership Team meetings.
2. Work in consultation with the executive director and the SJSURF management team to coordinate a wide range of projects and tasks associated with the programs and operations of the SJSURF. Develop tools to track the progress of major and minor initiatives and activities.
3. Serve as the primary administrator, activities coordinator, and point of contact for the SJSURF Board of Directors. Work in consultation with the executive director to schedule meetings, develop and distribute all Board materials including new board member orientations, meeting packets (agendas, minutes, resolutions, etc.), and annual conflict of interest letters. Responsible for composing correspondence, taking and transcribing meeting minutes, ensuring proper signatures are obtained on board-related documents, and maintaining well-organized files, including formal file and register of board resolutions.
4. Work closely with executive director to design and implement programs to improve SJSURF relationships with all stakeholders, i.e. SJSU principal Investigators, other SJSU faculty, deans and staff members, etc. Coordinate the onboarding of new leadership team members as needed.
5. Support SJSURF's renewed focus on providing exceptional service to all stakeholders through awareness building, surveys, training and programs.

6. Serve as the point person and coordinator for the development of the SJSURF Strategic Plan.
  7. Assist in the development of the SJSURF dashboard of key performance indicators to provide real-time update of operating results.
  8. Work in consultation with directors to plan and coordinate various SJSURF events and meetings including employee events, management meetings and all-hands meetings. Track expenses and maintain budgetary records.
  9. Independently perform research on a wide variety of issues, make decisions and presentations to support initiatives designed to support the foundation's mission and goals.
  10. Manage one student assistant related to facilities management including requests for building repairs, HVAC services, cleaning, supply orders, etc.
  11. Other duties as assigned by the executive director.
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## INTERPERSONAL CONTACTS

Directly reports to the executive director. Will develop and maintain effective working relationships with Central Office employees.

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## SUPERVISORY RESPONSIBILITIES

Manages the work of part-time student assistants and/or interns as needed.

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## QUALIFICATIONS

### Education and Experience

- Bachelor's degree and a minimum of seven years of experience in an advanced administrative role and/or generalist position.
- Direct experience interfacing with individuals at senior levels of an organization such as president, vice-president, SJSURF Board of Directors, as well as high level relationships external to the organization, such as corporate executives or elected officials.

### Knowledge, Skills, Abilities Required

- Highly reliable and able to manage confidential information. Attention to detail and ability to multi-task is critical.
- Must be proficient at taking and appropriately summarizing a significant volume of meeting minutes, as well as writing and editing other documents and correspondence. Strong ability to proof written materials.
- Ability to prepare and manage executive director's calendar and travel. In addition, in consultation with administrative department directors, develop and continually update master planning calendar for key senior management actions and activities.
- Ability to help prepare the executive director for all public meetings and presentations, including preparing draft presentations.
- Must be comfortable and effective in an entrepreneurial environment and understanding when to act independently and when to include the executive director.
- Experience with event and meeting planning and coordination for various activities including board of directors meetings, staff events, and company all-hands meetings.
- Fully proficient with Gmail, Google Calendar and Google Drive. Deep experience with Microsoft Office, particularly Word, PowerPoint, and Excel.

### Physical Requirements

- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Some physical labor might be required, must be able to lift a minimum 30lbs.

**PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.**

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**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

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### BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.
- i) Hybrid schedule with 3 days in the office and two days remotely. Employee is required to come to the office on Mondays and Thursdays.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

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### COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee’s job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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## APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). Please add CO EA to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

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## REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

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## ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

**SJSURF is an equal opportunity employer** and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.