



Job Bulletin #102819 – 13/14

## Director of University Affairs and Special Assistant to the President

Classification – Administrator III

Time base – Full Time

**This recruitment will remain open until filled. For priority consideration, please complete application by March 31, 2014. A review of applications will begin April 1, 2014 and the review period may end at any time thereafter.**

### **ABOUT THE CALIFORNIA MARITIME ACADEMY:**

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 1050 undergraduates and 50 graduates. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

### **POSITION SUMMARY:**

- Serves as the President's primary strategic liaison with the University and community constituencies and in doing so sets the tone for communications emanating from the President's Office.
- Manages all personnel, budgetary and financial planning of the Office of the President including all expense management, budgeting, project/special initiative funding, and compliance in conjunction with appropriate financial policies.
- Participates in strategic planning and major university policy and administrative decisions through weekly meetings and special sessions including retreats of the President and senior campus leadership.
- Manages and coordinates the day-to-day operational management of the Office of the President.
  - Provides leadership and direction of staff, ensuring efficient and effective utilization of human resources with a strong emphasis on customer service. Assigns work, establishes priorities, trains and directs employees in the execution of their duties to achieve maximum efficiency and to meet desired objectives.
  - Screens office visitors and telephone calls identifying the individuals' objectives and ensuring that the President is fully prepared for these meetings; handles sensitive calls and visitors. Reviews incoming correspondence.
  - Assists in day-to-day management of university affairs, including resolving student, personnel and community concerns directly or by directing person or matter to the appropriate campus office.
  - Writes and edits communications and reports, prepares materials for speeches and presentations, develops position papers for the President as requested.
- Assists administrative officers, faculty and students to facilitate solutions and expedite responses across organizational boundaries.
- Represents the President and President's Office at campus and community functions and organizations, and on numerous committees. Serves as primary point of contact for the President's Office in his absence.
- Develops, implements, and reviews standard office procedures, policies, internal controls, and standards to insure optimum utilization of resources and full compliance with all CSU local, state, and federal statutes, codes, and regulations.

**SPECIAL REQUIREMENTS:**

- Position requires some travel and a commitment to working some evenings and weekends.
- 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 as a condition of employment.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree required. Master's Degree preferred. A minimum of five years of experience working as a senior staff administrator in a complex organization is required.
- A convivial, inclusive, collaborative working style, characterized by respectful listening and consensus-building, and the ability to earn and maintain trust among colleagues, reflecting the School's tradition of transparency and shared governance.
- Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgment, be a strategic thinker and effective in moving strategic agendas; be politically savvy, and ensure the utmost discretion and confidentiality in all matters.
- Ability to maintain cooperative working relationships with the university community, Chancellor's Office, local municipal agencies as well as regulatory agencies.
- Outstanding oral and written communication skills.
- Ability to collect, analyze, and synthesize data and information, draw conclusions, and produce reports and recommendations.
- Ability to reason logically and analyze and solve organizational and managerial problems.
- Ability to establish and maintain cooperative working relationships with a wide variety of officials and coworkers.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively respond to questions from groups of managers, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, to apply concepts such as fractions, percentages, ratios, and proportions.
- Demonstrated commitment to the principles of diversity and multiculturalism.
- Experience and comfort with change management.
- Keen sense of attention to detail.
- Exceptional service orientation
- Proficient in PC compatible software programs such as Word, Excel, Access, and Project.

**DESIRABLE QUALIFICATIONS:**

- Thorough understanding of shared governance and collegial interaction within a university.
- Ability to work independently on issues arising in all areas of the university, as well as from outside constituencies.
- Working knowledge of policies and operations in higher education.
- Thorough knowledge of academic policies and administrative practices in a university and the California State University (CSU) environment.

**SALARY:** Commensurate with education and experience.

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter, and a current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

**BENEFITS:** The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.**