Position Title: Campus Scheduler and Presidential Events Manager

Job Bulletin Number: 103309

Classification: Administrator I

Department: Office of the President

Full/Part-time: Full-time

Employment Type: MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP

Bargaining Unit: M80

Pay Plan: 12 month

Salary Range: Hiring salary will be $65,000 - $70,000 commensurate with education and experience.

Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

Pre-Employment Conditions: Background including DMV records check

Closing Date: Open until filled. A review of applications will begin Monday, November 1, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY: Under the supervision of the Director of University Affairs, in support of the mission and goals of Cal Maritime and the Office of the President, the Campus Scheduling and Event Specialist is responsible for planning and executing special events for the Office of the President, managing, and maintaining the campus event/activity calendar and scheduling software program as well as providing administrative support to the Chief of Staff and Director of University Affairs.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at http://www.csum.edu/web/hr/careers.
ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

Events:
- Manage and execute Faculty/Staff/Cadet engagement events
- Coordinate and execute strategic programs to enhance relationships with internal and external partners
- Uphold standards and protocols for how events are executed at Cal Maritime
- Coordinate and execute official Office of the President event and activities (including but not limited to All Hands programs and events, VIP guests of the President)
- Provide event support for President’s Special Initiatives (e.g., Energy and Sustainability, Resiliency to Renaissance, President’s Speaker Series)
- Represent the Office of the President on all campus-wide event/activity committees (e.g., Orientation, Cal Maritime Day, Homecoming/Reunion/Parents Weekend, Commencement)
- Support the Office of the President in Commencement related activities and events
- Partner with and coordinate with service providers, stake holders and cross divisional colleagues for events
- Ensure timely commutation and marketing of Presidential events
- Track and report expenses for Presidential events

Administrative Support:
- Provide administrative support to the Chief of Staff and Director of University Affairs as needed
- Provide event logistical support for Office of the President and Cabinet meetings, retreats, receptions, off-sites
- Helps to assure the success of the Office of the President by performing all other duties as assigned
- Prepare minutes for Office of the President meetings as assigned

Scheduling:
- Serve as the primary administrator of the campus scheduling and space management program - 25Live (or similar software)
- Maintain the university’s event master calendar
- Lead campus-wide event planner and service provider check-in/coordination meetings as needed
- Oversee approval of all event space use to ensure alignment with strategic goals, avoid conflict and help identify opportunity for collaboration/consolidation to maintain efficient and effective use of campus resources (people and time)
- Ensure timely effective communication of events to constituent groups by working with event owners, Public Affairs & Communications, Webmaster

REQUIRED QUALIFICATIONS:
- Education: Bachelor’s degree in a related field and/or combination of experience and education is required.
- Experience: A minimum of three years of related work experience in large event planning and/or coordination, administrative work experience, and working knowledge of database applications
- Must possess and maintain a valid California driver's license.
- Ability to work independently and as part of a team
- Must be highly organized, with an emphasis on details and accuracy
- Strong written and verbal communication skills must be demonstrated
- Ability to work under deadlines with competing priorities
- Ability to articulate the mission of Cal Maritime
• Ability to recognize and maintain the integrity of confidential information
• Ability to present oneself in a professional manner
• Highly proficient in Word, Excel, Outlook, PowerPoint, and relational databases.
• Working knowledge of database applications, running queries, creating database tables, and working with word processing and spreadsheet applications
• Ability to independently perform all aspects of class and event scheduling, including analysis of all details, problem identification/resolution, with strict adherence to deadlines and university policy and procedure.
• Ability to learn, interpret, and apply a wide variety of policies and procedures
• Ability to organize and plan work and projects including handling multiple priorities
• Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit
• Thorough knowledge of correct English grammar, spelling, and punctuation

PREFERRED QUALIFICATIONS:
• Experience working with 25Live or other scheduling software
• Experience in event planning
• Experience in administrative support
• Experience working in higher education
• Working knowledge of University practices and procedures and the ability to research, evaluate, and assist with developing the same
• Experience in providing technical training

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.

HOURS of WORK/TRAVEL: Travel required for trainings and events. Occasional evening and weekend work is required.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

MANDATED REPORTER: 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.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

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.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender
identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.