



Executive Administrative Assistant to the President

POSITION TITLE:	Executive Administrative Assistant to the President
REPORTS TO:	President of the University
CLASSIFICATION:	1.0 FTE, full time, non-exempt, Monday- Friday
LOCATION:	Elk Grove, CA - onsite
SALARY:	\$31-\$35/hr (w/ Bachelors and 3 yrs experience)
BENEFITS:	Per California Northstate University employee benefits
Closing Date:	Position open until filled

Position Summary:

Executive Administrative Assistant to the President serves as a senior-level executive administrative professional providing high-level operational, administrative, and coordination support to the Office of the President and Vice Presidents. This role requires advanced job knowledge, sound judgment, discretion, and the ability to independently manage complex, confidential, and institution-wide workflows. The position functions as a central coordination point across executive leadership, academic and administrative units, and external stakeholders.

POSITION COMPETENCIES:

1. Job Knowledge, Task Execution & Technical Competence

The ability to perform assigned duties accurately, efficiently, and consistently while following established policies, procedures, and regulatory requirements. This includes:

- Mastery of job-specific processes, systems, and tools
- Accuracy and completeness in documentation
- Adhering to departmental and institutional SOPs and standards
- Following compliance requirements (HIPAA, FERPA, HR regulations, general privacy laws)
- Completing routine and technical tasks independently and correctly

2. Operational Coordination, Communication & Workflow Support

The ability to support smooth operations across departments by coordinating tasks, sharing information clearly, and maintaining workflow continuity. This includes:

- Coordinating information and tasks between units
- Providing timely updates, follow-ups, and status communication
- Assisting with handoffs, routing, processing, and preparation of materials or documentation
- Supporting faculty, staff, students, and internal stakeholders through clear and professional communication

3. Quality Assurance, Compliance & Service Standards

The responsibility is to maintain accuracy, ensure compliance, and provide consistent service across all assigned functions. This includes:

- Producing work that meets quality, accuracy, and completeness expectations
- Identifying and correcting errors or inconsistencies
- Maintaining confidentiality and regulatory compliance (FERPA, HIPAA where applicable, HR and institutional policies)
- Providing responsive, professional service to all internal and external stakeholders
- Ensuring documentation and processes meet institutional and regulatory standards

4. Problem Solving, Judgment & Independent Decision-Making

The ability to recognize issues, analyze information, make informed decisions within scope, and escalate appropriately. This includes:

- Identifying problems or gaps in information or workflow
- Resolving routine issues independently
- Applying policies and procedures to determine appropriate actions
- Gathering and evaluating relevant information to support decisions
- Escalating issues that require higher-level review or authority

5. Organization, Prioritization, Time Management & Workload Planning

The ability to manage tasks, time, and workload effectively with minimal oversight. This includes:

- Prioritizing assignments based on urgency, deadlines, and impact
- Managing multiple responsibilities simultaneously
- Maintaining organized files, digital systems, and records
- Tracking deadlines, timelines, and progression of tasks
- Structuring daily and weekly work to meet operational needs

6. Process Improvement, Innovation & Resource Development

The initiative to improve workflows, develop helpful tools, and contribute to greater efficiency and effectiveness across the institution. This includes:

- Identifying opportunities to streamline or improve processes
- Creating templates, checklists, forms, or reference materials
- Suggesting and implementing changes that enhance operations or user experience
- Supporting training, onboarding, or resource development
- Taking initiative beyond assigned duties to support continuous improvement

Performs other duties and functions as assigned in support of the Office of the President.

Job Description is the following but not limited to:

- Provides executive administrative support to the Offices of the President and Vice Presidents.
- Demonstrates expert knowledge of institutional systems, policies, procedures, and governance processes.
- Plans and organizes administrative support activities; works to support one or more functional units.
- Develops work-unit-specific databases and record management activities.
- Serves as a technical and procedural resource regarding office practices, administrative systems, and institutional processes.

- Possesses and applies knowledge of office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques; standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; personnel, payroll, and purchasing procedures; clerical/technical accounting and basic budgeting practices; English usage and grammar.
- Utilizes skills in dictation, keyboarding, Microsoft Office Suite, CAMS software, and other programs and peripheral equipment required for position duties.
- Manages and oversees the maintenance of the President's schedule; obtains and provides relevant information for scheduled appointments; oversees the President's travel arrangements.
- Coordinates information flow across executive leadership, departments, and external stakeholders.
- Communicates on behalf of leadership with clarity, professionalism, and authority.
- Coordinates with department staff and representatives of other departments on administrative and operational matters, including personnel, accounting, purchasing, building maintenance/repair, and telephone services.
- Coordinates the preparation of events and large-scale meetings hosted by or involving the President.
- Provides administrative support to the President's Executive Committee, including drafting meeting agendas and minutes.
- Coordinates the production of Board Letters, accreditation reports, and public presentation or informational materials.
- Ensures institutional, regulatory, and confidentiality standards are consistently met.
- Oversees the collection, compilation, evaluation, and reporting of department-specific program or administrative information.
- Oversees quality control of databases and spreadsheet information.
- Maintains University records related to policies and procedures.
- Handles confidential information with discretion and ensures appropriate safeguards are in place for accuracy and compliance.
- Monitors expenditure and revenue review; prepares routine budgets; performs program and accounting audit research.
- Exercises sound judgment in ambiguous, sensitive, or high-impact situations.
- Independently resolves complex operational and administrative issues.
- Determines assignment of functional responsibility and coordinates work performed in support of one or more functional units through the Office of the President's central authority.
- Completes assignments related to space planning, personnel, staff utilization, contract administration, and office automation requiring independent analysis and decision-making.
- Manages high-volume, competing priorities across institutional timelines.
- Plans workflows proactively and establishes procedures, practices, and work methods to increase work unit effectiveness and efficiency.
- Schedules work related to executive operations, reporting deadlines, meetings, and institutional deliverables.
- Demonstrates strong organizational skills to prioritize multiple tasks with excellent attention to detail and meet deadlines consistently.
- Designs and implements tools, templates, systems, and procedures that improve executive and administrative operations.
- Supports training, onboarding, and guidance of administrative staff as assigned.
- Actively seeks opportunities to propose solutions and improve workflows; serves as a forward thinker in executive operations.
- Performs other duties and functions as assigned in support of the Office of the President.

Additional Requirements

- Possession of a valid California Class C Driver's License may be required.
- Independent travel between work sites or facilities may be required.

Knowledge of:

- Office practices and procedures
- Executive-level administrative operations
- Records management (manual and automated)
- Basic accounting and budgeting practices
- Personnel, payroll, and purchasing procedures
- English usage, grammar, and professional correspondence standards

Skill in:

- Advanced use of MS Office Suite and office automation tools
- Data collection, reporting, and document formatting
- Use of computer keyboards, peripheral equipment, and enterprise systems (including CAMS or similar systems)
- Managing sensitive and confidential information with discretion

Qualifications

- Bachelor's degree is required.
- Minimum of three (3) years of executive-level administrative support experience required; higher education experience preferred.
- Demonstrated ability to prioritize multiple tasks with exceptional attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational, problem-solving, and decision-making abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proven ability to meet deadlines, adapt to competing demands, and proactively propose solutions.

HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Cover letter of interest addressing qualifications, experience and career goals
2. Current Resume
3. Unofficial transcripts of all college work (official copies will be requested if offered position)
4. Names, email addresses, and telephone numbers of at least three (3) professional references to be contacted by the Search Committee who can speak to a broad range of candidate's qualifications.

***Please email all documents to hr@cnsu.edu with the subject:
"EA to the President"**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status. All qualified candidates are encouraged to apply.

**Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!*