POSITION: Executive Assistant
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 783
COMPENSATION: $29.81 - $42.79 per hour
LOCATION: 25 Main Street, Chico, CA; This position will be telecommuting until further notice due to COVID-19; Candidate must be a California resident at the start of the position

POSITION SUMMARY: Chico State Enterprises is a 501(c)3 non-profit corporation established to support and advance the externally sponsored research, public service and entrepreneurial activities of the California State University, Chico. The Executive Assistant reports directly to the CEO to perform a range of strategic, sensitive and administrative tasks requiring written, oral and interpersonal communications within and external to all levels of the organization.

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Chief Executive Officer (CEO), responsibilities include:

Board of Directors coordination, planning, and communication
- Schedule meetings, locations, times, and maintain internal planning calendar of Board meetings
- Compile agenda packets for the Board of Directors; establish, publish and provide legal notice of all Board and Committee meeting agendas
- Attend Board and Committee meetings; record and maintain the official public and closed session proceedings of the Board; prepare and maintain the official minutes of all meetings
- Coordinate with Department managers to ensure effective records management as appropriate, including files for the corporation.

Assistant to the Chief Executive Officer
- Provide sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Complete a wide range of administrative tasks that facilitate the CEO ability to effectively lead the organization, including: assisting with special projects; reports, collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect CEO’s style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Anticipate CEO’s needs in advance of meetings, conferences, etc.
- Maintain open communications with the broader cross functional organization and peer admins to share best practices and build a strong network.
- Provide “gatekeeper” and "gateway" role, providing a bridge for smooth communication between the CEO and
staff, demonstrating leadership to maintain credibility, trust, and support with the Leadership Team.

General administration
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- Provide event management support as requested.
- Invest in building long-lasting relationships both externally and internally.
- Other projects/duties as assigned for the overall benefit of the organization.

EMPLOYMENT STANDARDS:
- Minimum of 4 years experience in a progressively responsible administrative support position.
- Demonstrated successful experience supporting an executive position preferred.
- Expertise in Microsoft Excel, Outlook, PowerPoint and Word.
- Bachelor’s in Business, Public Administration, English or related areas, and/or equivalent experience.
- This position requires demonstrated excellent interpersonal, communication and writing skills; sound judgment and attention to detail and accuracy.
- Strong organizational skills, communication and problem-solving skills and excellent customer service are required.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises 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 Chico State Enterprises employee who was conditionally offered the position.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Announcement can be located on our website. In order to be considered, applicants must submit the following:
- Resume

APPLICATION DEADLINE: Open until filled.

Applications can be submitted:

BY EMAIL:
  csejobs@csuchico.edu

BY DROPBOX:
  https://csuchico.app.box.com/f/4055e8a281124512ab4be403032d9bdd

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.