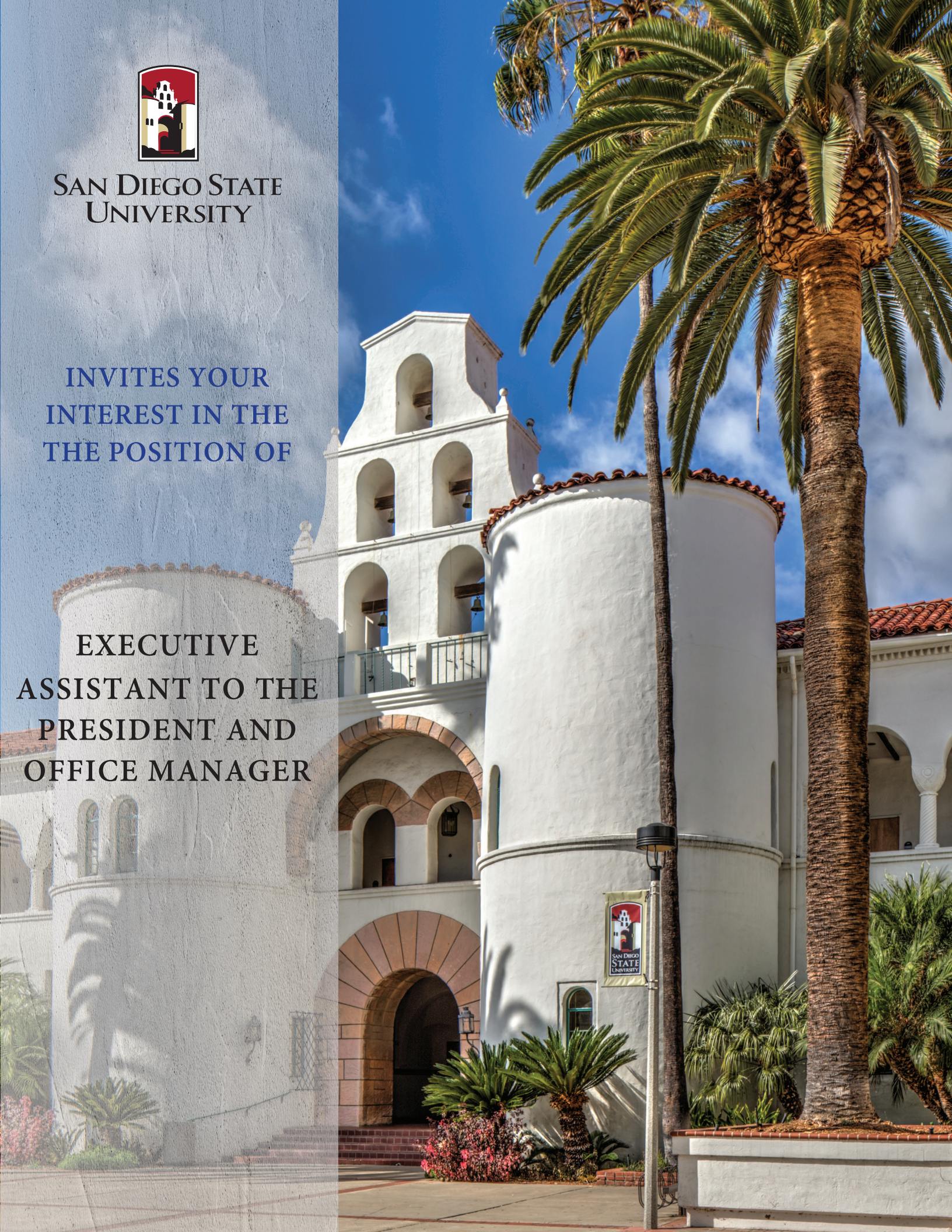




SAN DIEGO STATE  
UNIVERSITY

INVITES YOUR  
INTEREST IN THE  
THE POSITION OF

EXECUTIVE  
ASSISTANT TO THE  
PRESIDENT AND  
OFFICE MANAGER

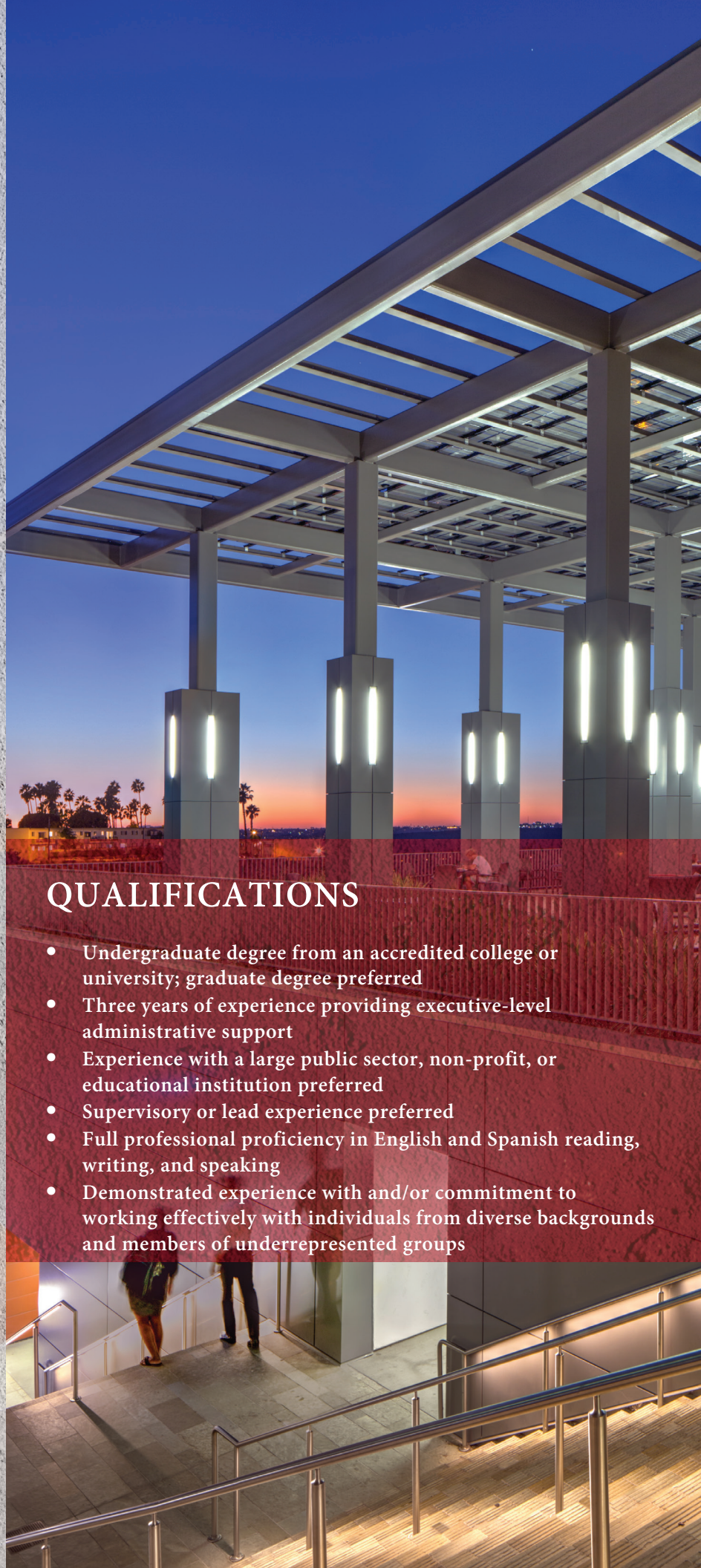


# THE EXECUTIVE ASSISTANT TO THE PRESIDENT AND OFFICE MANAGER

The Executive Assistant to the President and Office Manager is a highly visible and impactful role that provides calendaring and administrative support to the President of San Diego State University and manages the administrative functions of the Office of the President.

Reporting directly to the President, the Executive Assistant to the President and Office Manager works closely with the President and her leadership team in managing a full and dynamic schedule. They provide general administrative support to the President and always exercise decorum and protocol appropriate for the President's Office, those the office serves, and those that engage with the office. Due to the bi-national locale of the University and the University's initiatives, they will regularly engage, coordinate, and work with stakeholders and representatives from both the United States and Mexico.

In managing the administrative functions of the Office of the President, the Executive Assistant to the President and Office Manager is responsible for the office budget, records management, facilities, equipment, logistics, correspondence, and front-desk reception, and supervises two administrative staff involved in the conduct of this work. The Executive Assistant to the President and Office Manager is strategic and tactical and develops and maintains systems and business processes to ensure the seamless execution of the offices' administration. They demonstrate a commitment to continuous quality improvement and provide outstanding service to a variety of internal and external stakeholders, maintaining an overall standard of excellence for the Office of the President.



## QUALIFICATIONS

- Undergraduate degree from an accredited college or university; graduate degree preferred
- Three years of experience providing executive-level administrative support
- Experience with a large public sector, non-profit, or educational institution preferred
- Supervisory or lead experience preferred
- Full professional proficiency in English and Spanish reading, writing, and speaking
- Demonstrated experience with and/or commitment to working effectively with individuals from diverse backgrounds and members of underrepresented groups

# COMPENSATION AND BENEFITS

San Diego State University will offer a competitive salary based on the qualifications and experience of the selected candidate.

San Diego State University also offers a rich benefits package that includes:

- Extensive leave benefits: 14 paid holidays, 24 vacation days, and 12 sick days per year
- Retirement security through a CalPERS defined benefit pension and retiree healthcare benefits
- An array of health, dental and vision coverage at no- or low-cost to the employee
- California State University system fee reduction program (fee waiver) for employee or qualified dependent

See our [benefits](#) page for comprehensive information on our robust benefits package.

# THE IDEAL CANDIDATE

San Diego State University is seeking a dynamic, results-driven administrative professional with exceptional administrative and organizational skills. The ideal candidate is both strategic and tactical and possesses a strong attention to detail. They have an acute emotional intelligence and high-level of intercultural competence. They possess a commitment to public service, quality, and integrity.

# THE OFFICE OF THE PRESIDENT

On June 28, 2018, Adela de la Torre, Ph.D., becomes the ninth permanent president of SDSU. The President is the Chief Executive Officer of an esteemed academic institution with over 34,000 students, over 6,400 employees, and a total budget (including auxiliary funds) of over \$894 million as of fiscal year 17/18. The Office of the President supports the President in carrying out the executive function.



# SAN DIEGO STATE UNIVERSITY

Now in its 120th year, San Diego State University can take pride in more than a century of achievement in education, research and service. SDSU ranks in the top 10 for students studying abroad and for diversity; Forbes, Fortune and U.S. News & World Report rank it top 25 for entrepreneurship; and the university has produced 85 Fulbright student scholars in the past decade. Renowned for its academic excellence, the university is home to top-ranked graduate programs and offers 91 undergraduate majors, 76 master's programs and 23 doctoral degree programs.

## HOW TO APPLY

You are encouraged to apply for this opportunity by clicking [here](#), and selecting the Executive Assistant to the President and Office Manager posting or searching for Job ID #6569. Upon clicking apply now, applicants will be prompted to provide basic contact information, a letter of application, and resume.

You may contact Noelle Krueger, Assistant to the Human Resources Director, at [nkrueger@sdsu.edu](mailto:nkrueger@sdsu.edu) or (619) 594-0469 with any inquiries.

San Diego State University is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, disability, pregnancy, medical condition, or covered veteran status.

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

