University Title: Student Services Specialist  
Haas Center Working Title: Executive Office Coordinator  
Job Family/Series: Student Services  
Job Code: 7600  
Classification Level: E  
Exemption: Non-exempt

Stanford University’s Haas Center for Public Service is searching for an executive office coordinator. The Haas Center serves as the hub of Cardinal Service, a campus-wide initiative to make service a distinctive feature of a Stanford education. The Haas Center inspires and prepares students to create a more just and sustainable world through service, scholarship, and community partnerships.

The Executive Office Coordinator is instrumental to our overall operations and manages key aspects of the work of the Executive Director and the Faculty Director. The Executive Office Coordinator role is a full-time, 12-month appointment. This is an entry level position and is ideal for an individual interested in pursuing a career in higher education. While the appointment is ongoing, the role may be ideal for recent graduates who may want to pursue graduate or professional school in 1-3 years. Successful applicants will have an interest in, and understanding of, student culture in university environments, particularly as it relates to public service. They must possess excellent communication and time-management skills, and the ability to prioritize and complete assignments in a fast-paced environment. The Executive Office Coordinator is expected to maintain confidentiality when dealing with sensitive information and use tact and diplomacy in interactions with students, faculty, staff, and external partners.

**JOB PURPOSE:**

This position will have three primary areas of responsibility: 1) provide support to the Executive Director and Faculty Director, 2) manage executive office operations, and 3) coordinate center-wide events. The individual will resolve routine issues of limited scope within own work area using general guidelines and standards or precedents as reference.

**CORE DUTIES:**

- Provide support to the Executive Director and Faculty Director.
  - Manage the Executive Director and Faculty Director’s meeting schedules and assist with travel arrangements.
  - Coordinate conference calls with representatives from other universities, and maintain notes/records for these calls.
- Respond to routine inquiries from students, faculty, external constituents, and staff.
  - Serve as an initial point of contact for the Haas Center internally and externally, and respond to inquiries via in-person requests, phone and email (including space requests from Stanford departments and community partners).
  - Contribute to and edit written correspondence and presentations.
• Train and direct day to day activities of student and temporary workers.
  o Assist with onboarding new students.
  o Supervise a student office assistant.
• Coordinate logistics for outreach activities, meetings, and events.
  o Assist in planning and organizing staff meetings (including retreats and holiday celebrations), National Advisory Board (NAB) meetings, and Faculty Steering Committee (FSC) meetings.
  o Maintain NAB and FSC membership and attendance records, disseminate agendas, and produce and disseminate meeting notes.
• Contribute to general office administration and process improvements.
  o Manage Executive Office Operations and assist with the administration of the executive office budget, process financial reimbursements for operational, travel and event expenditures.
  o Sort incoming mail, maintain supplies in the 1st floor copy room and oversee central equipment use including departmental iPads and projector.
  o Assist with onboarding new staff members.
  o Maintain and enhance the infrastructure and community of the Haas Center, including participation in unit and divisional staff meetings, and involvement in various committees and projects, with guidance from supervisor.
• Input data, update electronic databases, web sites, literature, and associated materials. May collect, gather and validate data, prepare basic reports.
  o Contribute to the maintenance of the executive office web content.
• Review documents and forms for completeness, track files for follow up and distribute for review.
• Research and resolve routine issues, refer complex issues to other staff.

MINIMUM REQUIREMENTS:

Education and Experience:

Associates degree and one year of relevant experience, or combination of education and relevant experience.

Knowledge, Skills and Abilities:

• Strong written and verbal communication skills, including editing, grammar, and proof reading skills.
• Proficient in Microsoft Office (Word, Excel and PowerPoint).
• Customer service skills.
• Basic office administration skills.
• Ability to learn compliance with legal, financial, and university policies and external regulations.

PREFERRED QUALIFICATIONS:

• Bachelor’s degree and one year of relevant experience, or combination of education and relevant experience.
• Active participation in public service as an undergraduate, student organization, student government, residential life, or comparable student activity.
• Knowledge of Cardinal Service and Stanford student life.
• Basic analysis and problem solving skills.
• Ability to learn new software, applications, and social media platforms and tools quickly and independently.
• Understanding of financial transactions.
• Highly organized, focused and able to work with competing deadlines and last-minute requests.
• Self-starter who can work autonomously with minimal supervision, as well as in a team-oriented and collaborative environment.
• Ability to communicate and interact effectively with diverse constituencies including faculty, staff, students, community partners, alumni, and donors.

WORKING CONDITIONS:

• Willing to work some evening and weekend hours.

PHYSICAL REQUIREMENTS:

• Frequently sit, perform desk-based computer tasks.
• Occasionally stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 10 pounds.

WORK STANDARDS:

• Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
• Subject to and expected to comply with all applicable University policies and procedures.

About the unit
Stanford University’s Haas Center for Public Service serves as the hub of Cardinal Service, a campus-wide initiative to make service a distinctive feature of a Stanford education. The Haas Center inspires and prepares students to create a more just and sustainable world through service, scholarship, and community partnerships. Guided by the Center’s Principles of Ethical and Effective Service, students engage in local, national, and global service across diverse pathways—community engaged learning and research, community organizing and activism, direct service, philanthropy, policy and governance, and social entrepreneurship and corporate social responsibility. Cardinal Service focuses on four dimensions that have proven transformative in the lives of our students: a full-time, quarter-long service experience (Cardinal Quarter); community engaged learning classes (Cardinal Courses); sustained service engagement (Cardinal Commitment); and support to integrate service into any career and pursue work in the public interest (Cardinal Careers).

For more information about the Haas Center for Public Service and Cardinal Service, please visit http://haas.stanford.edu.

Experience a culture of excellence
Stanford University, located between San Francisco and San Jose in the heart of California’s Silicon Valley, is one of the world’s leading teaching and research universities. Since its opening in 1891, Stanford has been dedicated to finding solutions to big challenges and to preparing students for leadership in a complex world. Supporting that mission is a staff of more than 10,000, rooted in a culture of excellence and innovation, collaboration, and life-long learning. To foster the talents and
aspirations of our staff, Stanford offers career development programs, competitive pay that reflects market trends and benefits that increase financial stability and promote healthy, fulfilling lives. An award-winning employer, Stanford offers an exceptional setting for professionals looking to advance their careers.

Stanford University is an equal employment opportunity and affirmative action employer and is committed to recruiting and hiring qualified women, minorities, protected veterans and individuals with disabilities*.

Finalist must successfully pass a pre-employment background check.

To apply submit a cover letter and resume at the University’s official job application site https://stanfordcareers.stanford.edu (Student Services Specialist – position # 75402). Review of applications will begin in mid-July, and the position will remain open until filled.

* Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.