

California Institute for Regenerative Medicine

**DUTY STATEMENT**

**Administrative Assistant to the Executive Director of the ICOC Board and the ICOC Board  
(Salary Level 2)**

*Term employee appointment through December 31, 2010*

Under direction from the Executive Director of the ICOC Board supporting the ICOC Board provides administrative and project support with the following duties and responsibilities:

- Executive administrative support on a daily basis for the requests and workload of the ICOC Board as communicated by the Executive Director.
- Policy research and assemblage of supporting documents as directed by the Executive Director.
- Support for special projects as directed by the Executive Director.
- Administrative support of individual Board members as directed by the Executive Director.
- Organize and maintain office communications, materials and files for the ICOC Board.
- Supports all travel reimbursement, per diem and related documentation required for the ICOC Board as requested in accordance with reimbursement requirements.
- Follow up on assignments, transmit information clearly and professionally, and keep Executive Director informed about relevant issues.
- Attends meetings and training, as requested.
- Also, works under direction from senior staff in the Office of the Chair as needed,
- Prepare and maintain a desk and office procedures manual.
- Performs other administrative tasks, relevant research and support for special projects, as assigned.

**WORKING CONDITIONS:**

- Term appointment through December 31, 2010.
- Must be available to work overtime on an as needed basis.
- May be required to travel to provide on-site support within California and outside California as appropriate.

**MINMUM QUALIFICATIONS**

- Possession of a bachelor's degree and at least 4 years of experience performing executive and/or administrative support or an equivalent combination of education and experience.
- Diplomatically communicate with executive, board and staff level individuals both within and outside the agency; demonstrate proper protocol.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Excellent oral, written and interpersonal communication skills.
- Experience with office computer applications for word processing, spreadsheets, and presentations.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities

Agenda Item # 3 – ADDENDUM  
DRAFT DUTY STATEMENT  
7/1/09 ICOC Teleconference Meeting

- Establish and maintain effective professional working relationships with those contacted in the course of day-to-day work.
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.
- Work in teams to meet goals and objectives when applicable.