



Aubra Pricolo

Executive Assistant, Community Engagement Operations

SUPERVISORS

- Megan Fogarty

Bio

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Executive Assistant to Senior Associate Vice President of Community Engagement and Vice President of Office of Government Affairs. Acting on behalf of executives in regards to establishing priorities and identifying and resolving problems. Oversee and perform duties associated with scheduling, organizing, and operating complex conferences, and events. Compose and draft documents, spreadsheets, power points and correspondence for presentations and resources. Create, maintain, modify, and/or ensure accuracy of content in various unit documents, displays, reports, and/or websites. Responding and tracking inquiries from the public and connecting both internal and external individuals to resources on campus. Pivot to assist with projects that come up as needed.

Continue to help out as member of the Strategic Talent Management team managing the scheduling of interviews for Office of Community Engagement and Office of Government Affairs in External Relations (in-person, by phone or zoom). Interacting closely with candidates, recruiters, and interviewers, to ensure a seamless interview process. Develop an organized schedule while balancing both interviewer and candidate availability. In addition, to creating and executing an onboarding plan and ensuring matters are handled for new hire.

CURRENT ROLE AT STANFORD

Executive Assistant to Ryan Adesnik, Vice President for Government Affairs, and Megan Swezey Fogarty, Senior Associate Vice President for Community Engagement.

EDUCATION AND CERTIFICATIONS

- Bachelor's Degree, San Jose State University , Behavioral Science and Sociology (2013)