Administrative Associate

Full-time position performs a variety of duties to assist the Board Secretary and Assistant Secretary. These duties include, but are not limited to, maintaining record-keeping systems; updating website and databases; scanning and organizing documents; planning and arranging meetings; maintaining calendars; making travel arrangements; and preparing reimbursement requests.

This position requires expert computing skills in Word, PowerPoint, Outlook, SharePoint, Adobe Acrobat, calendaring and the internet. Candidate must be able to develop and maintain effective working relationships; work in a fast-paced environment with frequently changing priorities; communicate, verbally and in writing, effectively with tact and diplomacy; receive and respond to calls or emails from high-level officials. Experience in higher education is desirable.

Minimum qualifications include: six years of directly related experience; or Associate’s degree in Office Administration, Business Administration, or related field, and four years of related experience; or any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved. Salary based on experience.

Send cover letter, resumé, names and telephone numbers of three work-related references to: hr@azregents.edu or ABOR • 2020 North Central, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin on March 23, 2016.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.