



Administrative Associate

The Arizona Board of Regents (ABOR) is seeking an Administrative Associate to support communications, government affairs and community outreach including postsecondary attainment and college access. Under the direction of the Vice President, Communications and the Vice President, Governmental Affairs and Community Relations the successful candidate will be responsible for a variety of duties to include identifying issues of importance and resolving them independently, responding to inquiries, problems, and non-routine situations by determining the approach or action to take by interpreting board guidelines, procedures, policies, and practices.

Typical Duties: (The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Provides administrative support including receiving and screening telephone calls, greeting and directing visitors, reviewing incoming mail, and managing calendars.
- The Administrative Associate schedules meetings with internal staff and external groups and stakeholders, including legislators.
- Handles all aspects of travel for board staff within the area assigned.
- Prepares correspondence requiring application of specialized knowledge within the assigned function.
- Formats and distributes the weekly government affairs correspondence report.
- Assists with filing statutorily required reports to the legislature.
- Maintains and updates legislative tracking reports for board staff and regents.
- Files and maintains the records for required lobbying reports.
- Provides support for the annual Regent's Cup.
- Works closely with other board office support staff for appropriate coverage and provides support to other areas within the board office as needed.

Knowledge, Skills and Abilities: The successful candidate will demonstrate:

- knowledge of office and administrative practices and principals.
- skill in analytical and problem-solving techniques; skill in a variety of

administrative functions including scheduling, calendaring, word processing and working with spreadsheets; skill in dealing with a wide range of topics including confidential and sensitive information; and skill in developing and maintaining effective working relationships.

- the ability to communicate, verbally and in writing, effectively with tact and diplomacy with constituents of varied backgrounds.
- organizational skills and have the ability to work in a fast-paced environment with frequent changing priorities.

**Minimum
Qualifications:**

- Candidate must be proficient in MS Office (Word, Outlook, Excel, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom and the internet.
- Minimum qualifications include a bachelor's degree and two years of administrative experience; OR six years of increasingly responsible administrative assistant experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.
- Knowledge of higher education and Arizona open meeting and public records laws is preferred.

Salary and Benefits:

- Starts at \$21.60 per hour, depending upon experience and qualifications.
- This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).
- This position will be working in person at the board office Monday thru Friday and may be eligible for a partial remote work schedule, subject to the needs of the office.

How to Apply:

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

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