

Administrative Assistant

The Administrative Assistant primarily serves as the office receptionist and provides support to the board office. Performs varied administrative tasks unique to the work unit requiring initiative and independent judgment.

- Typical Duties:**
- Provides administrative support including receiving and screening telephone calls, greeting and directing visitors, reviewing incoming mail, and maintaining and ordering supplies.
 - Schedules meetings with internal staff, external groups and stakeholders.
 - May handle all aspects of travel for board staff within the area assigned.
 - Main contact with the building's management office.
 - Files, shreds and maintains database and other records.
 - Works closely with other board office support staff for appropriate coverage and provides support to other areas within the board office as needed.
 - Utilizes sound judgment when representing the board office and exhibits appropriate decision-making skills.
 - Responsible for identifying issues of importance and resolving them independently.
 - Responds to inquiries, problems, and non-routine situations by determining the approach or action to take by interpreting board guidelines, procedures, policies, and practices.

**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
- Skill in developing and maintaining effective working relationships.
- Ability to communicate, verbally and in writing, effectively with tact and diplomacy with constituents of varied backgrounds.
- Be organized and have the ability to work in a fast-paced environment with frequent changing priorities.

- Knowledge of higher education and Arizona open meeting and public records laws preferred.
- Proficient in MS Office (Word, Outlook, Excel, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom and the internet.

Minimum Qualifications:

- Minimum qualifications include four years of secretarial or administrative experience; OR certificate in secretarial studies and three years of secretarial or administrative experience OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

Salary and Benefits:

- The anticipated hiring range is \$40,000 to \$50,000, depending on 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 is a FLSA nonexempt position, and the employee will be paid for each hour worked and will be eligible for overtime for hours worked over 40 hours in a normal workweek.
- This position will be working in person at the board office Monday through Friday.

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.