

Administrative Associate

The Arizona Board of Regents (ABOR) is seeking an Administrative Associate to provide administrative support to the Administrative and Finance team and to one or more committees of the Arizona Board of Regents. Performs varied administrative tasks requiring problem solving, initiative, and independent judgement. The successful candidate will demonstrate knowledge of office and administrative practices and principals.

- Typical Duties:**
- Provides administrative support including prioritizing assignments, scheduling meetings and appointments, managing calendars, and composing replies to correspondence.
 - Handles sensitive and confidential information.
 - Responds to inquiries, problems, and non-routine situations by determining the approach or action to take by interpreting board guidelines, procedures, policies and practices.
 - Provides office operations support such as receiving and screening telephone calls, greeting and directing visitors, and reviewing incoming mail.
 - Makes necessary travel arrangements; prepares travel pre-approvals; anticipates and prepares background materials needed for travelers; prepares and submits travel claim forms for internal or external reimbursement as appropriate.
 - Develops and maintain databases and/or spreadsheets and prepares special and recurring reports.
 - Works with other support staff in the board office for appropriate office coverage.
 - Provides administrative assistance to other areas within the board office as needed.
 - Researches, evaluates, and resolves problems within scope of position.
 - Prepares agendas, minutes, and annotated minutes.
 - Prepares correspondence with supporting documentation, requiring application of specialized knowledge of the assigned function.
 - Develops and maintain databases and spreadsheets; prepares special and recurring reports containing specialized or sensitive information.

**Knowledge,
Skills and
Abilities:**

The successful candidate will demonstrate:

- Knowledge of office and administrative practices and principals.
- Knowledge of open meeting laws and public record laws.
- Skill problem-solving and decision making.
- Skill in a variety of administrative functions including scheduling, calendaring, work processing and working with spreadsheets.
- Skill in dealing with a wide range of topics including confidential and sensitive information.
- Skill in both verbal and written communications.
- Ability to handle calls from the public with a considerable level of diplomacy, discretion, and tact.
- Ability to work in a fast-paced environment with frequently changing priorities.
- Skill in Microsoft Office (Outlook, Word, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom and the internet.

**Minimum
Qualifications:**

- Minimum qualifications include a bachelor's degree in business or in a field related to the work unit and two years of directly related administrative experience; OR six years of increasingly responsible administrative secretarial experience; An equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved will be considered.

**Salary and
Benefits:**

- Starting at \$48,000, depending on experience.
- 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 through 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.