



## Coordinator, Business Services

The Arizona Board of Regents (ABOR) is seeking a Coordinator, Business Services to support the business operations of the ABOR office. Under the direction of the Associate Vice President, ABOR Administration and Program Operations the successful candidate will be responsible for a variety of duties to include: human resources, procurement, and budget related duties with moderate to complex levels of difficulty.

### 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.)

- Coordinate **human resources** workflows for the office - including position recruitments, application screening, interview coordination, and the processing of new hire paperwork – and will serve as a guide and resource to employees related to onboarding, payroll, benefits, and other basic HR inquiries.
- Assist with **procurement** workflows, including vendor solicitations, vendor contract tracking, partner contract tracking, and coordination with university procurement and ABOR legal team processes.
- Assist with the tracking and reporting of program **budgets**, revenues, and expenditures.
- Serve as the primary point of contact with the building management company, coordinating **office logistics** and communicating building-related service issues to the office.
- Handle confidential and sensitive information and will maintain physical and electronic records.
- May also be asked to assist with administrative support coverage within the board office, assisting with phone coverage, meeting scheduling, and other administrative tasks to ensure continuity.
- Schedule meetings, conference rooms, etc. as needed.

### Knowledge, Skills and Abilities:

To be successful, candidates must be comfortable:

- Working and problem solving independently.
- Documenting business processes and recommending improvements.
- Working with confidential and sensitive information.
- Developing and maintaining effective working relationships.

- Communicate, verbally and in writing, with constituents of varied backgrounds using tact and diplomacy.
- Working in a fast-paced environment with frequently changing priorities.
- Have a strong attention to detail.

**Minimum  
Qualifications:**

- Candidate must be proficient in MS Office (Word, Outlook, Excel, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom and the internet.
- Four years of administrative support or coordination experience in human resources, purchasing, or other specialized business services department; OR an associate's degree and three years of experience in the above-mentioned areas; 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:**

- \$55,000 to \$65,000 per year, 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](mailto: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.