



## **Administrative Associate**

The Administrative Associate provides support to communications, government affairs, and community outreach. Performs varied administrative tasks unique to the work unit requiring initiative and independent judgment. This position reports to the Vice President, Communications and the Vice President, Governmental Affairs and Community Relations.

This full-time position provides administrative support including receiving and screening telephone calls, greeting and directing visitors, reviewing incoming mail, and managing calendars. The Administrative Associate schedules meeting 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. Maintains and updates legislative tracking report for board staff and regents. Files and maintains the records for required lobbying reports. Plans and coordinates regent attendance at university commencements. Prepares and distributes daily news clips. 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.

The Administrative Associate utilizes sound judgment when representing the board office and exhibits appropriate decision-making skills. The person is responsible for identifying issues of importance and resolving them independently. This person responds to inquiries, problems, and non-routine situations by determining the approach or action to take by interpreting board guidelines, procedures, policies, and practices.

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.

The successful candidate will demonstrate knowledge of office and administrative practices and principals. Will have 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. This person will have the 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 is preferred. Candidate must be proficient in MS Office (Word, Outlook, Excel, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom and the internet.

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 on March 1, 2022.

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