



## **Administrative Associate**

The Administrative Associate provides administrative support to the Administration 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. This position reports to the Vice President, Finance and Administration.

The Administrative Associate provides administrative support including prioritizing assignments, scheduling meetings and appointments, managing calendars, and responds to correspondence. Handles confidential and sensitive information.

This position prepares formal materials for public meetings of the Board of Regents, which involves managing a committee materials submission calendar, following up regarding documentation and clarifications, drafting executive summary documents, formatting board materials according to office standards, and collaborating to publish and distribute materials on schedule and according to legal requirements. Attends public meetings of the Arizona Board of Regents as well as internal meetings. Prepares agendas, minutes, and annotated minutes in alignment with public records requirements. Maintains committee records in accordance with document retention policies.

The Administrative Associate develops and maintains databases and spreadsheets; prepares special and recurring reports containing specialized or sensitive information. Supports purchasing processes, assists in payment of invoices and maintains a procurement card. This position manages 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. Collaborates as part of the administrative support team to manage office operational support tasks, including receiving and screening telephone calls, greeting and directing visitors, and reviewing incoming mail. Provides administrative assistance 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 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.

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.

Salary starts at \$48,000, 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. 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.

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.