



Executive Assistant

The Executive Assistant provides support to the executive area of the board office including the Executive Director, Board Chair, and other regents, as needed. This support includes a wide range of assignments involving the highest level of administrative work associated with complex problems and non-routine situations of a confidential and sensitive nature that require follow through with implementation of decisions. This position reports to the Executive Director.

The Executive Assistant will work with the Board Secretary and will need to attend board meetings held on the ASU, NAU, and UA campuses. This person will work closely with the office administrative support team for appropriate reception and general office coverage.

This full-time position screens and responds to incoming mail, email, telephone calls, and visitors using discerning judgment, tact and diplomacy. The Executive Assistant maintains complex calendars anticipating problems and scheduling conflicts. This person will organize meetings and events on and off-site, including compilation of agenda items and production of appropriate background documentation, securing meeting sites, notifying attendees, and providing necessary materials and information. The Executive Assistant arranges travel which may require working with host institutions and organizations; prepares daily itineraries and assembles necessary background materials; prepares travel expense reports and follows up on reimbursement payments. This position will research minutes, policies, and other documents to respond to requests for information from the public.

The Executive Assistant utilizes sound judgment when representing the board office, exhibits appropriate decision-making skills and keeps the Executive Director informed of issues and concerns. The person is responsible for identifying issues of importance and resolving them independently. This person serves as liaison between the board office and the regents, university leaders, the Arizona Governor's office, community organization leaders and other external constituencies.

Minimum qualifications include a Bachelor's degree and four years of increasingly responsible work supporting an executive; OR eight years of increasingly responsible work supporting an executive; OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

The successful candidate will demonstrate skill in analytical and problem-solving techniques; skill in a variety of administrative functions including scheduling and calendaring; skill in dealing with a wide range of topics including confidential and sensitive information; skill in working with diverse boards; 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, be able to work in a fast-paced environment and be skilled at establishing changing priorities. Knowledge of higher education and Arizona open meeting law is preferred. Candidate must be proficient in MS Word, Outlook, PowerPoint, Adobe Acrobat, SharePoint, 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 or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin on March 29, 2021.

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