

## 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 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

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 experience.