

## Administrative Assistant

The Administrative Assistant primarily serves as the office receptionist and provides support to the board office. Performs varied administrative tasks unique to the work unit requiring initiative and independent judgment.

- Typical Duties:**
- Provides administrative support including receiving and screening telephone calls, greeting and directing visitors, reviewing incoming mail, and maintaining and ordering supplies.
  - Schedules meetings with internal staff, external groups and stakeholders.
  - May handle all aspects of travel for board staff within the area assigned.
  - Main contact with the building's management office.
  - Files, shreds and maintains database and other records.
  - Works closely with other board office support staff for appropriate coverage and provides support to other areas within the board office as needed.
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- Knowledge of higher education and Arizona open meeting and public records laws preferred.
- Proficient in MS Office (Word, Outlook, Excel, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom and the internet.