

Administrative Assistant to the VP - Athletics  
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=124676>

Downloaded On: Oct. 16, 2019 11:28am

Posted Jun. 20, 2019, set to expire Oct. 20, 2019

<b>Job Title</b>	Administrative Assistant to the VP - Athletics
<b>Department</b>	
<b>Institution</b>	The University of St. Thomas St. Paul, Minnesota
<b>Date Posted</b>	Jun. 20, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://staffemployment-stthomas.icims.com/jobs/4166/administrative-assistant-to-the-vp---athletics/job?in_iframe=1">https://staffemployment-stthomas.icims.com/jobs/4166/administrative-assistant-to-the-vp---athletics/job?in_iframe=1</a>

**Apply By Email**

**Job Description**

Administrative Assistant to the VP - Athletics

**OVERVIEW**

The University of St. Thomas invites qualified candidates to apply for an Administrative Assistant to the VP position within the Athletics Department.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work

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experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

### JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

### JOB SUMMARY

The position reports directly to the Vice President/Director of Athletics. The position performs full administrative assistant functions of a highly responsible and confidential nature for the vice president with a great deal of latitude for independent judgment, requiring a high level of tact and integrity due to the frequency of internal and external contacts, and high degree of exposure to confidential data; performs various equivalent administrative functions; performs related duties as required; interacts with students, staff and faculty, and other key administrators and stakeholders; supervises student employees.

### ESSENTIAL FUNCTIONS

#### 1. Vice President/Director of Athletics Support

Plans and carries out assigned administrative functions requiring considerable knowledge of the university and the specific vice president's method of operation; administers day-to-day functioning of vice president's office. Manages daily calendar of the vice president and sets up meetings including advisory committee meetings, staff retreats, and council meetings and other ongoing and ad hoc

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meetings; assisting in preparation of agendas and meeting materials, collecting background information including statistics and other materials as needed.

2. Travel, Expense and Purchasing Management for Vice President

Coordinate and book all Vice President/Director of Athletics business travel. Manage all receipts, Wells One transactions, employee expense reporting on behalf of the Vice President. Execute through university systems and purchasing policies necessary supplies.

3. Calls and Correspondence

Handles calls and correspondence: highlights dates, conflicts and important information in mail and e-mail; and directs communication to appropriate department if necessary. Handles mail on own initiative

4. Special Projects

Organize and manage a variety of projects for the department, student-employment, project data collection, special functions hosted by the vice president, and other projects as requested.

5. Other duties as assigned by the Vice President/Director of Athletics

**QUALIFICATIONS**

Minimum Qualifications

High School diploma or the equivalent

Five years of administrative support experience

Preferred Qualifications

Bachelor's degree

Experience in a collegiate athletic setting

**HOW TO APPLY**

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

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In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at [www.stthomas.edu/jobs](http://www.stthomas.edu/jobs).

The University of St. Thomas is an Equal Opportunity Employer

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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