

Administrative Support III - Executive Education
Utah Valley University

Direct Link: <https://www.AcademicKeys.com/r?job=129017>

Downloaded On: Dec. 6, 2019 5:49am

Posted Sep. 12, 2019, set to expire Jan. 9, 2020

Job Title	Administrative Support III - Executive Education
Department	
Institution	Utah Valley University Orem, Utah
Date Posted	Sep. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Administrative Support III - Executive Education

Position Category: Staff - Full-Time

Summary:

Calling all amazing administrative assistants! if you want to work on a dynamic team focused on growth and innovation, Exec Ed has an opportunity for you. We are seeking a customer service oriented individual to provide administrative support to the Executive Education Director and the department, including scheduling appointments, making travel arrangements, preparing documents and reports, ordering supplies and maintaining files, financial reports, meeting agendas and minutes. This person will assist in the drafting and processing of Executive Education contracts, instructor agreements and payment, and customer invoices.

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Contact management: Manages Executive Education courses and contact information through Salesforce. The role will support a variety of tasks related to the organization and communication and is responsible for handling confidential and time-sensitive materials.

Customer Service: Providing excellent customer care starts at the first point of contact. The administrative assistant will answer calls, evaluate student issues and respond with appropriate information. Responsibilities also include assisting visitors, resolving or referring a range of administrative issues, maintaining professional communications at all times and during all stages of a program.

Assists with event preparation, conference support for check-in, registration, handling of money, and sensitive information.

Required Qualifications:

Graduation from an accredited institution with an associates degree and two years of experience or any combination of education and experience related to the Summary of Duties totaling four years.

Knowledge, Skills and Abilities:

Knowledge

- Preliminary understanding of community and continuing education, professional development and workforce education
- Knowledge and experience working in an education or office environment
- Knowledge of customer service best practices.
- Knowledge of project management and financial reporting techniques
- Knowledge in office productivity software, include Microsoft Office
- Thorough knowledge of planning and scheduling techniques

Skills

- Skill in the use of computers and computer software applications, including word processing, spreadsheets, e-mail, and databases
- Experience working on a Salesforce platform a plus
- Demonstrated skill working effectively with in a team-oriented environment with various institutional units
- Skills in the use of social media platforms, particularly Facebook and Instagram
- Effective communication skills both oral and written
- Effective problem-solving and decision-making skills with good organization and coordination

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techniques

- Effective records management and information systems organization and management skills

Abilities

-Approachable and friendly person with the ability to communicate in a customer-oriented environment

-Ability to perform a variety of administrative support duties with minimum supervision

-Ability to prioritize workload with frequent interruptions in an open office atmosphere

-Ability to meet and work with people of diverse backgrounds

-Ability to gather data, compile information, and prepare reports

-Ability to follow verbal and written procedures and instructions

-Ability to compose and edit written materials

-Ability to work independently, solve problems and use good judgment

Preferred Qualifications:

Administrative and office experience preferred.

Physical Requirements:

Work is performed in a normal office environment.

Benefits Summary:

UVU offers an excellent benefits package which includes a generous leave policy, 12 paid holidays, affordable medical and dental insurance options, life and AD&D insurance, tuition waiver (undergraduate resident) for employee and dependents and substantial employer contribution to a retirement plan.

FLSA: Non-Exempt

Pay Range: \$27,592 - \$34,490

Advertisement Number: STA189618 Community Outreach/Econ Dev Staff

Open Date: 09/10/2019

Review Start Date: 09/16/2019

Close Date:

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Open Until Filled: No

Special Instructions to Applicant: Priority consideration will be given to those applicants who apply on or before the Review Start Date." This job advertisement may close at any time after the review date.

Please list a minimum of one business reference. References may be contacted at some point during the screening and selection process for a letter of recommendation.

To apply, visit: [url=https://apptrkr.com/1611157]https://www.uvu.jobs/postings/15341

Employment decisions are made on the basis of an applicants qualifications and ability to perform the job without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law.

Contact Information

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

Contact

N/A

Utah Valley University

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