

Admin Support III - CET Dean's Office
Utah Valley University

Direct Link: <https://www.AcademicKeys.com/r?job=131811>

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Posted Oct. 18, 2019, set to expire Feb. 14, 2020

Job Title	Admin Support III - CET Dean's Office
Department	N/A
Institution	Utah Valley University Orem, Utah
Date Posted	Oct. 18, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Admin Support III - CET Dean's Office

Position Category: Staff - Full-Time

Summary:

The College of Engineering/Technology is seeking an Admin Support III to join the team.

Under the general direction of the College of Engineering & Technology Associate Deans and Administrative Assistant IV, performs and/or oversees a variety of associated administrative, fiscal, staff support, and planning activities.

Informs students, faculty, and public of departmental and university services available and answers incoming requests for information.

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Obtains factual information requiring knowledge of policies/procedures.

Establishes, updates, and maintains files, inventories, ordering, receiving, distributing, and reconciling.

Coordinates the preparation and submission of academic scheduling. Creates, updates, and places

Excel schedules for labs maintained by the college. Assists departments, and follows-up, on

Scholarships awarded to CET Students. Maintains CET storage inventory. Works with departments for current faculty schedules, and faculty contact information.

Maintains inventory of office equipment and supplies and administers other office duties as needed which may include supervision of office support. Keeps office equipment supplied and in working order. Performs other job related duties as assigned.

Required Qualifications:

Graduation from an accredited institution with an associates degree and three years of experience or any combination of education and experience related to the summary of duties totaling five years.

Knowledge, Skills and Abilities:

- * Knowledge of computer systems and software essential to the completion of assigned duties.
- * Knowledge of standard office methods, techniques, practices and procedures.
- * Knowledge of the general academic environment.
- * Basic skills in the preparation and interpretation of Word and Excel, reports, charts, graphs, and tables.
- * Strong interpersonal, problem-solving, decision-making skills and time-management skills.
- * Attention to details with strong proofreading skills for accuracy, completeness, grammar, spelling, and punctuation.
- * Exceptional customer service orientation and phone etiquette.
- * Skilled in maintaining confidentiality at all times.
- * Ability to plan, anticipate and adapt to potential changes.
- * Ability to follow oral and written procedures and instructions.
- * Ability to communicate effectively, verbally and in writing.
- * Ability to demonstrate proper etiquette when interfacing with a variety of people.
- * Ability to develop professional networks within and outside of the university.
- * Ability to perform a variety of administrative support duties with minimum supervision.
- * Ability to organize, manage, and prioritize multiple tasks.

Preferred Qualifications:



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Knowledge of Outlook, Microsoft Suite including Teams, Scholarship software, Wolverine Marketplace, Live 25, myUVU, and Banner.

Physical Requirements:

Work is performed in a general 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 annually

Advertisement Number: STA202618

College Engineering/Technology

Staff

Open Date: 10/17/2019

Review Start Date: 10/23/2019

Close Date:

Open Until Filled: Yes

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 three business references. References may be contacted at some point during the screening and selection process for a letter of recommendation.



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To apply, visit: [\[url=https://apptrkr.com/1670964\]](https://apptrkr.com/1670964)<https://www.uvu.jobs/postings/15959>

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.

Please see the job description for contact details pertaining to this university job announcement.