

Assistant to Executive Dean (Sr Administrative  
Coordinator)  
University of North Texas

Direct Link: <https://www.AcademicKeys.com/r?job=151168>

Downloaded On: Apr. 19, 2021 6:55pm

Posted Dec. 16, 2020, set to expire Apr. 30, 2021

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Assistant to Executive Dean (Sr Administrative Coordinator)                                       |
| <b>Department</b>           | UNT-CLASS-Dean's Off-Gen-120100   |
| <b>Institution</b>          | University of North Texas<br>Denton, Texas  |
| <b>Date Posted</b>          | Dec. 16, 2020   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Administrative Support/Services   |
| <b>Apply Online Here</b>    | <a href="https://jobs.untsystem.edu/postings/41386">https://jobs.untsystem.edu/postings/41386</a> |

**Apply By Email**

**Job Description**

**Department Summary**

The College of Liberal Arts and Social Sciences is the largest college on the Denton campus and includes 15 academic departments, a named school, 2 ROTC detachments and multiple interdisciplinary programs and centers. The College delivers the majority of academic core requirements for all undergraduates while providing bachelors, masters, and doctoral degrees to students in our units.

**Position Overview**

To perform responsible and often highly sensitive and confidential administrative assignments for the Executive Dean of the College of Liberal Arts and Social Sciences. Particular responsibility for day-to-day operation of the Executive Dean's Office. That is, the position serves as Assistant to the Executive Dean and as the office manager.

**Assistant to Executive Dean (Sr Administrative  
Coordinator)  
University of North Texas**

Direct Link: <https://www.AcademicKeys.com/r?job=151168>

Downloaded On: Apr. 19, 2021 6:55pm

Posted Dec. 16, 2020, set to expire Apr. 30, 2021

**Minimum Qualifications**

Bachelor's Degree and five years of highly responsible and varied office administration or business management experience; or any equivalent combination of experience, education, and training

**Knowledge, Skills and Abilities**

- Exceptional communication and interpersonal skills.
- Advanced written communication skills.
- Advanced Microsoft Office skills.
- Knowledge of accounting/budgeting procedures.
- Ability to work under pressure, to adjust to constant changes, to handle multiple tasks, and to coordinate the work of others.
- Ability to keep complex records, to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats.
- Ability to conceptualize, plan and organize multiple programs and assignments effectively.
- Ability to work on complex and confidential tasks utilizing judgment, tact, and resourcefulness.
- Skill in developing and maintaining good working relationships.
- Knowledge of policies, practices, procedures and terminology of assigned function.
- Supervisory skills.

**Preferred Qualifications**

Knowledge about higher education; knowledge about faculty hiring, promotion and tenure; experience with Perceptive Content software

**Contact Information**

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

**Contact**