

**Sr Administrative Specialist  
University of North Texas**

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Posted Jul. 30, 2021, set to expire Dec. 12, 2021

<b>Job Title</b>	Sr Administrative Specialist
<b>Department</b>	UNT-Art Education-136340
<b>Institution</b>	University of North Texas Denton, Texas
<b>Date Posted</b>	Jul. 30, 2021
<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
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**Job Description**

**Department Summary**

The Department of Art Education in the College of Visual Arts and Design offers undergraduate and graduate degrees focused with the theory and practice of teaching art to others.

CVAD's Art Education program is recognized for its development of art and museum educators and leaders in the field who have the following.

A broad understanding of contemporary and past visual art forms,  
Teaching and learning in the arts, and  
Research and innovation through a rigorous mix of theoretical and practical preparation.

**Position Overview**

Provide support to the Department of Art Education.

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### Minimum Qualifications

Bachelor's Degree and three 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 customer service 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.

### Contact Information

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

### Contact