

Administrative Associate

The Arizona Board of Regents (ABOR) is seeking an Administrative Associate to support communications, government affairs and community outreach including postsecondary attainment and college access. Under the direction of the Vice President, Communications and the Vice President, Governmental Affairs and Community Relations, the successful candidate will be responsible for a variety of duties to include identifying issues of importance and resolving them independently, responding to inquiries, problems, and routine situations by determining the approach or action to take by interpreting board guidelines, procedures, policies, and practices.

Typical Duties: (The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the

administrative functions including scheduling, calendaring, word processing and working with spreadsheets; skill in dealing with a wide range of topics including confidential and sensitive