



Job Title	Administrative Assistant
PVN ID	VC-2305-005604
Category	Clerical/Office Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Dept. of Design, Construction & Mgmt.
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jul 07, 2023 (Or Until Filled)

General Description

The Office of Facilities Planning, Construction and Management (FPCM) is the central administrator for the University's Capital Construction program. The Administrative Assistant is responsible for supporting the Deputy Executive Director of the Division of Design, Construction and Management (DDCM) by performing professional level administrative services requiring the highest degree of skill and sound judgment.

Salary commensurate with experience and qualifications.

Other Duties

RESPONSIBILITIES

- Coordinate calendars and schedule meetings for the Deputy Executive Director and division staff; confirm calendar appointments; prepare meeting materials.
- Answer telephone calls, direct inquires and take appropriate messages; read, screen and route mail; scan documents and maintain files.
- Make travel arrangements and prepare itineraries for the Deputy Executive Director and staff as required.
- Attend required meetings and take and prepare minutes.
- Carry out assignments for the Deputy Executive Director which require judgment, initiative and knowledge of office functions.
- Report and compile information, prepare summaries for the Deputy Executive Director and keep the Deputy Executive Director informed of pending matters.
- Prepare correspondence, reports, and spreadsheets using Word, Excel and Access. May assist in the creation and operation of PowerPoint presentations.
- Perform special projects and other duties as assigned.

Qualifications

QUALIFICATIONS AND CORE COMPETENCIES

Minimum Qualifications

- Associate degree from an accredited college.
- At least five years of related experience.
- Proficiency with Microsoft Office Suite (Word, Excel, Access and PowerPoint).

Preferred Qualifications

- Baccalaureate degree from an accredited college.

Core Competencies

- Good organizational and planning skills.
- Excellent written and verbal communication.
- Ability to work under pressure, multi-task, and meet multiple deadlines.
- Ability to prioritize competing work.
- Self and team motivator, with an ability to be a team player.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to work in fast-paced environment.
- Out of the box thinker, creative, inventive and adaptable to situations.