



## **THE UNIVERSITY OF ALABAMA SYSTEM**

### **Administrative Assistant**

The University of Alabama System is receiving applications for the position of Administrative Assistant in the Chancellor's Office, located in Tuscaloosa.

The Administrative Assistant will serve as support for the offices of the Secretary of the Board of Trustees and System Relations. Responsibilities include, but are not limited to, receiving calls/mail/visitors; distributing information to internal and external groups; arranging itineraries/agendas/travel; website posting; scanning and indexing; creating/maintaining paper and electronic files; researching and compiling data, conducting on-line research; drafting reports and correspondence; assisting in preparing materials and planning logistics for Board meetings; preparing requisitions; responding to inquiries for information from various internal and external contacts.

Requirements include a High School Diploma with five years related work experience; a Bachelor's Degree and three years related experience is preferred. The preferred candidate should have a professional demeanor and be able to work in a team environment.

Excellent communication and interpersonal skills geared toward a strong service oriented attitude and knowledge of proper business and social protocol are required, along with the ability to manage multiple tasks. Extensive computer knowledge (including Microsoft Word, Excel, PowerPoint, and Outlook), and records management are essential. A superior record of job attendance and the ability to maintain strict standards of confidentiality are vital.

Salary is commensurate with skill level and years of experience of applicant.

Applicants should submit a resume, along with names and telephone numbers of three professional references to:

Administrative Assistant  
The University of Alabama System Office  
#7 Pinehurst  
Tuscaloosa, AL 35401

Confidential applications should be identified as such, and the transmittal letter must clearly request confidentiality. APPLICATION DEADLINE: Friday, December 16, 2011

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**