



## **Administrative Associate**

The University of Alabama System is receiving applications for the position of Administrative Associate in the Office of International Programs and Outreach located in Tuscaloosa.

The Office of International Programs & Outreach works with each System campus (UA, UAB and UA Huntsville) in economic development through strategic international partnerships in targeted countries and regions of the world. The office, including two Research Associates, develops regional strategies for outreach to include planning delegation visits, performing extensive research that spans many databases, and developing professional reports and related print materials. The Vice Chancellor for International Programs & Outreach works with System campus leaders in areas such as engineering, research, IT, biotech, and selective industries and academic disciplines to further economic development goals in Alabama. He also communicates with executives outside of the System office whose roles are related to economic development, international business, various aspects of academia, and rural outreach. The office produces proposals and other print materials for international audiences on a regular basis, many of which have a serious graphics/design component. The work style is often collaborative, as strategic international initiatives often contain components that are academic or financial in nature.

The Administrative Associate is responsible for administrative support to the Vice-Chancellor for International Programs and Outreach to include serving as the primary for the department, assisting in the daily operations of the office, coordinating and processing information requests, compiling data, and preparing reports. The position is also responsible for routing calls/mail/visitors, scheduling appointments and arranging itineraries/agendas/travel, assisting with meetings of the Board of Trustees and other department meetings and events, creating/maintaining paper and electronic files, composing correspondence, taking and preparing meeting minutes, budget maintenance, creating requisitions and preparing reimbursements, disbursements and purchase orders. The position will also provide indirect support to two Research Associates in the department.

Requirements include a high school diploma or equivalent and five years of progressively responsible secretarial/administrative support experience with experience in an area supporting research strongly preferred. An equivalent combination of education and experience in which comparable knowledge, skills and abilities have been attained may substitute. The preferred candidate should have a professional demeanor and be able to work in a team environment.

Excellent communication, interpersonal, and public relation skills geared toward a strong service-oriented attitude and knowledge of proper business and social protocol are required. Other necessary skills include critical thinking and the ability to work autonomously and manage multiple tasks simultaneously. Ability to work with a high level of detail within given parameters of time in order to meet critical deadlines with high levels of accuracy is required.

Extensive computer knowledge and demonstrated proficiency in standard application software

(Microsoft Word, Excel, PowerPoint, Adobe and Outlook) is required with experience in producing print materials with graphics/design strongly preferred. A superior record of job attendance and the ability to work with confidential data and maintain strict standards of confidentiality are required.

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

Applicants should submit a resume, along with three professional references to:

The University of Alabama System  
Office of International Programs and Outreach  
401 Queen City Avenue  
Tuscaloosa, AL 35401  
Attention: Sally Brown  
OR email to: [sbrown@uasystem.ua.edu](mailto:sbrown@uasystem.ua.edu)

**Applications will be accepted through Thursday, November 10<sup>th</sup>, 2011.**

Confidential applications should be identified as such.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**