



## Position Announcement

### Utah College of Applied Technology Executive Assistant to the Commissioner

*Posting Date: January 17, 2017*

*Closing Date: Until Filled*

*(Review process will begin February 6, 2017)*

The Utah College of Applied Technology (UCAT) seeks applicants for the position of Executive Assistant to the Commissioner of Technical Education and Secretary to the UCAT Board of Trustees. The Executive Assistant provides support services to the Commissioner, Board of Trustees, Associate Commissioners and other Commissioners' staff members, and manages the daily operations of the Office of the UCAT Commissioner.

#### **Duties include, but are not limited to:**

Provides high-level administrative support to the Commissioner of Technical Education and the UCAT executive staff:

- Coordinates the schedule of the Commissioner, prioritizing functions and appointments, ensuring that meetings, deadlines, presentations and other duties of the executive office are carried out seamlessly.
- Maintains Commissioner's calendar, including the scheduling of all appointments.
- Acts as Commissioner's "eyes and ears" and determines if issues require his/her personal attention.
- Coordinates all appearances, events, and travel for the Commissioner and office staff. Attends meetings with UCAT Commissioner when appropriate.

As Secretary to the UCAT Board of Trustees and under the direction of the Commissioner, provides high-level administrative support to the Board:

- Serves as the liaison between the UCAT executive office and Board members.
- Facilitates communication, plans events, and distributes information.
- Schedules meetings, drafts agendas, posts and distributes meeting information, and records the minutes in accordance with the Utah Open and Public Meetings Act.
- Acts as support staff to presidential search, review, and evaluation committees. Posts positions, collects applicant materials, sets up interview schedules, and ensures the overall processes are carried out seamlessly.

Maintains the organization and effective functioning of the UCAT administrative office:

- Coordinates the efforts in effectively managing and running the Commissioner's office, training on internal processes and systems, and ensuring all necessary functions are appropriately covered.
- Receives, reviews, and screens incoming telephone calls and other queries, correspondence and reports.
- Operates and maintains standard office equipment.

- Makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the Commissioner's Office staff.
- Researches, compiles, assimilates, and prepares documents. Composes letters and memoranda in response to inquiries. Produces a variety of documents, charts, graphs, and presentations in final form.
- Writes draft correspondence, speeches, presentations, and press materials. Will also have a hand in developing staff and board presentations, annual reports and policy manuals.
- Establishes and maintains various filing and records management systems. Compiles and maintains official records, statistical information, and reports; facilitates and ensures the reliability, security, compliance, and accessibility of all UCAT central office official record-keeping in paper and electronic form; serves as or supports the Records Officer for the UCAT Commissioner's Office.
- Oversees human resource records of office staff and college presidents. Coordinates and maintains documentation for staff time-off requests.

Assists in the support of UCAT system:

- Participates in and/or coordinates committees or task forces. Works with institutional personnel on logistics for all meetings. Attends, records, and transcribes minutes as needed.
- As Secretary to the UCAT Presidents' Cabinet: schedules meetings, prepares agendas and materials, corresponds with participants, arranges for facilities and catering, prepares and distributes minutes, and assists Commissioner and staff with follow-up on action items.
- Assists with training and coordination of administrative assistants at UCAT colleges.
- Under the direction of the UCAT chief finance/administration officer: performs monthly account reconciliations, tracks and bills expenses associated with restricted funds, and assists in various other fiscal responsibilities.
- Under the direction of the UCAT chief instructional officer: maintains program approval documentation and files for all college certificate programs; maintains and updates UCAT program inventory; prepares information from inventory regarding instructional programs; coordinates collection and compilation from colleges of annual accreditation reports and data.
- Under the direction of the UCAT chief student services officer, coordinates reporting from colleges on system-wide grants and scholarships.
- Under the direction of the UCAT public relations/communications officer: maintains content and formatting for UCAT website, including public information and Board documents; supports planning and preparation and arranges details for the UCAT annual professional development conference, UCAT Student of the Year program, and other events.
- Assists UCAT legal counsel with correspondence and document preparation.
- Assists Commissioner, staff, and Board in developing content of UCAT policies and procedures, and in following up on implementation. Responsible for the formatting, approval process, posting, cataloguing, and maintaining of all UCAT policies and procedures.
- Administers UCAT's confidential ethics reporting system and processes under the direction of the Commissioner for the Board, the Commissioner's Office, and the eight colleges.

Performs related work as assigned.

## **Qualifications**

The successful applicant for the position will meet the following requirements:

- Excellent verbal and written communication skills: ability to proofread and edit text accurately, and to create draft documents, reports, and presentations; ability to give and assist with professional presentations.
- Significant experience with meeting management, agenda development, keeping of minutes, and transcription.
- Significant experience with MS Word, Excel, Outlook, and Power Point, and with WordPress or comparable web platform.
- Experience making travel arrangements, and organizing conferences and meetings.
- Proven ability to work with minimum supervision; good organizational and multi-tasking skills; ability to work efficiently under pressure and maintain deadlines; self-directed, with the ability to exercise judgment.
- Trustworthy; able to handle and maintain sensitive and confidential information
- Some knowledge of higher education/technical education.
- Ability to develop and maintain good working relationships with others and their staff, including trustees, college presidents, state government officials, Commissioner's staff, and others.
- Minimum education level of baccalaureate preferred, or equivalent training and experience.

## **Schedule, Location, and Compensation**

The qualified applicant will be required to work a standard schedule consistently of 8:00 a.m. to 5:00 p.m., Monday through Friday, with willingness to work extended hours when necessary. Current work location is Lehi, Utah, and may move permanently to Salt Lake City during 2017.

The Utah College of Applied Technology offers a stable working environment and an excellent benefits package including medical, dental, retirement, and vacation. The salary offered will depend upon qualifications.

## **To Apply:**

Please send a resume and references to [tbrinkerhoff@ucat.edu](mailto:tbrinkerhoff@ucat.edu) with "Exec Assistant" in the subject line. Application documents should be in .doc, .docx or .pdf format.

Review of applications will begin on **February 6, 2017**.

Submission to a background check will be required prior to hire.