



Position: Administrative Assistant to the Vice President for Academic Affairs
Department: Academic Affairs

University of Pikeville is seeking a qualified individual to serve as Administrative Assistant for Academic Affairs. This individual will perform administrative and office support services for the Vice President for Academic Affairs and support projects in the Office of the President. The ideal candidate will be student-centered, energetic, and innovative.

Responsibilities:

1. Pleasantly greet visitors to the University of Pikeville Office of Academic Affairs suite and extend gracious hospitality to all guests.
2. Create, manage, and maintain Google docs for accreditation purposes and assist with the accreditation process including formatting and organization of documents and maintain all necessary records for accreditation; this will include data for the college's strategic plan and continuous improvement plan.
3. Prepare formal reports, compile research data, and retrieve peer review literature as required.
4. Screen and prioritize all communication received, establish and electronically file all related material, and assemble information for the Vice President for Academic Affairs.
5. Respond to emails, open, process/distribute mail, maintain calendars/scheduling, create travel arrangements (flights, hotels, rental vehicles, etc.), set up conference meetings, and schedule zoom meetings.
6. Process invoices, purchase orders, expense reports, and reconciliation of credit card statements and receipts.
7. Support with the academic budget, including monthly allocations, and keep the Vice President informed of the budget.
8. Support the Office of Advancement with various administrative duties and responsibilities including data entry.
9. Compose and/or prepare correspondence, office memos, and forms and take and transcribe minutes or meeting notes, as required.
10. Process affiliation agreements and maintain databases.
11. Process full-time and adjunct faculty contracts and maintaining databases.
12. Assist the department staff and faculty to remain organized (files, calendars, reminders, etc.).
13. Assist with the preparation and setting up of any events.
14. Answer telephones and direct messages appropriately.

15. Work collaboratively in a fast-paced environment that will require strong communication, problem-solving, and organizational skills; discretion and maturity are essential to maintaining confidentiality.
16. Other duties as assigned.

Requirements:

1. Bachelor's Degree preferred.
2. Some (2 or more) years of advanced clerical experience required.
3. Be a person of outstanding integrity.
4. Proficient in Microsoft Office Suite and Google Suite.
5. Demonstrate support of the University of Pikeville mission.
6. Possess excellent interpersonal communication skills.
7. Possess excellent organizational skills with attention to detail.
8. Demonstrate decisive management skills.
9. Possess project management skills.
10. Possess excellent time management skills.
11. Demonstrate professionalism.
12. Work well as part of a team

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.