

**Kansas Board of Regents
Position Description for
Administrative Associate**

Date: April 2024
Name: Vacant
Position No.: K0218268
Supervisor: Associate Director for Human Resources and Administration

Brief Description of Position:

The Administrative Associate serves as a member of the Kansas Board of Regents Administrative Support Team and provides administrative support to the Board Office.

Position Responsibilities

- Manages communications including placing and returning phone calls, responding to inquiries, proofing documents, printing and mailing letters, and preparing drafts of routine correspondence, presentations, and reports for assigned departments and staff.
- Schedules and coordinates in-person and virtual meetings and appointments for staff and oversees development and distribution of meeting materials.
- Prepares meeting agendas; collects and assembles meeting materials; attends and takes notes of meetings; prepares meeting minutes; and organizes meetings following outlined processes
- Updates KBOR website, email distribution groups, and agency directories as needed.
- Assist units with communications to university staff and outside parties, maintain departmental documentation and contact information, and assist with record retention.
- Provides hospitality services for and assists with set-up of monthly Board of Regents meetings..
- Maintains familiarity with Board and office rules, regulations, and procedures; explains these as appropriate.
- Assist with conferences, including coordination, registration process, material preparation, catering, off-site arrangements, communication with attendees, and other assistance as requested.
- Assist agency staff with securing travel arrangements for hotels, airfare, and conference registrations for approved travel events. Make payments through appropriate purchasing process and submit receipts to Finance. Check out k-tag and fuel card through appropriate process when needed.
- Participates as part of the KBOR front desk team. The front desk team shares the following responsibilities.
 - Provide scheduled coverage for the front desk by greeting agency visitors, offering coffee or water, and directing to where they need to go.
 - Monitoring the front door via electronic communication to screen visitor entry into the Kansas Board of Regents office suite.
 - Coordinates incoming agency telephone calls by routing calls to appropriate staff or responding to inquiries and requests not requiring the attention of another staff person.
 - Coordinates agency mail by sorting and distributing incoming agency mail and processing outgoing mail. Receives all deliveries and directs to appropriate unit staff. For mail that contains cash or checks, complete cash receipt process and notify appropriate staff of funds received.
- Performs other duties as assigned by the Associate Director for Human Resources and Administration or agency leadership.

Specialized Responsibilities

In addition to the duties outlined above, this position may involve the following specialized tasks:

- Monitor and maintain office supplies and copiers, including running copier usage reports.
- Processes purchase requisitions and receiving receipts in SMART system. When needed, requests W9 and ACH from supplier and create SMART system supplier record.
- Serves as agency liaison to Facilities Management, which includes reporting maintenance needs to State Building Maintenance team and directing maintenance personnel to where the work is needed.
- Assist Academic Affairs with coordination of the three-year academic calendar cycle for state universities by emailing requests for calendars, collating calendars, and updating the KBOR academic calendar information on the website.
- Assist Academic Affairs with tracking and communicating the academic program approval process and maintaining information for program inventory, compiling annual institutions reports and three-year performance agreements, and with the department and degree name change approval process.
- Assist Academic Affairs and Data, Research and Planning with maintaining information in Transfer Kansas Portal.
- Assist Human Resources with posting job openings and scheduling interviews.

Supervisory Duties: No

Required Qualifications:

- High school diploma or equivalent
- Three years of relevant office experience in a similar position.
- Detail oriented, excellent oral and written communication skills, interpersonal, and critical thinking/analytical skills.
- Excellent customer service skills
- High-level organizational skills and the ability to prioritize multiple projects and meet deadlines.
- Proficient in use of application software packages including Microsoft Word, Excel, PowerPoint, and Outlook.
- Demonstrated ability to be flexible in response to diverse demands and changing priorities.
- Ability to keep information confidential.

Preferred Qualifications:

- Bachelor's degree from an accredited institution.
- Experience in postsecondary education setting