Executive Secretary (part-time)

The University of Alabama System Office is receiving applications for the position of Executive Secretary in the Office of the Chancellor located in Tuscaloosa.

Reporting to the Senior Administrative Associate to the Chancellor, the Executive Secretary will provide part-time back-up support to the Senior Administrative Associate. General hours will be from 10:00 – 2:00, Monday – Friday, and as needed based on operational needs.

Requirements include:
- High School Diploma or equivalent
- Four years of progressively responsible administrative support or related experience
- Demonstrated proficiency in standard application software (Microsoft Word, Excel, PowerPoint, and Outlook)
- Exceptional interpersonal, verbal, and written communication skills
- Demonstrated ability to anticipate needs, manage multiple tasks simultaneously, and react and respond effectively and appropriately in a fast-paced and quickly changing environment
- Demonstrated ability to work collaboratively and cooperatively
- Superior record of job attendance and the ability to maintain strict standards of confidentiality

Specific responsibilities include:
- Screening and routing incoming calls to the Chancellor
- Assisting in managing calendars, travel and itinerary arrangements, incoming calls, greeting guests, coordinating meetings and lunches, incoming and outgoing mail, maintaining electronic and paper files and other duties as requested by the Senior Administrative Associate and the Chancellor
- Assisting in responding to and executing special requests on behalf of the Chancellor’s Office
- Assisting in preparing, tracking and maintaining records for personal expense reimbursement requests and leave reporting for the Chancellor
- Assisting with various projects as assigned

Applications (to include a letter of interest, resume, and the names, addresses, telephone numbers, and email addresses of three professional references – who will not be contacted without permission) may be submitted, in confidence, to:

humanresources@uasystem.edu

APPLICATION DEADLINE: 5:00 p.m., Friday, March 16, 2018