

Title: Office Associate

Area: Regional Programs

Req: 366211

Description:

Provides administrative support for regional advancement programs; maintains calendars; assists with developing and producing various written correspondence and documents; prepares and monitors budget; makes travel arrangements; processes fiscal and human resources forms; answers phones; maintains filing system and databases; and provides excellent customer service to inquiries from staff, donors, university administrators and other constituents, maintaining a high level of confidentiality; performs other duties as assigned.