Job Posting Preview

Assistant to Director
75292BR
Campus: Tempe
Asst to Director

Job Description

The Assistant to Director for the Hugh Downs School of Human Communication is an energetic, highly organized, flexible, and quick-learning professional. This position performs advanced administrative responsibilities to support the Director and operations of the School, complex academic personnel actions and faculty recruitment processes, and coordinates events for the School.

The successful candidate will be skilled in maintaining effective working relationships in a diverse population and experienced in handling confidential and sensitive information. Knowledge of academic and university policies and procedures and the ability to identify and implement best practice is desirable. Reporting to the School Director with supervisory oversight from the Assistant Director of Operations, this position will also work closely and collaboratively with faculty, director, students, and other members of the office staff.

Job Family
Administration

Department Name
Hugh Downs School Of Comm

Full-Time/Part-Time
Full-Time

VP Code
EXEC VP/PROVOST

Scope of Search
Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$48,000 - $50,000 per year; DOE

Close Date
26-January-2022

Category
02

Essential Duties

Administrative Support – Duties include, but are not limited to:
• Manages and maintains the Director’s calendar and travel. Coordinates and arranges meetings to ensure optimal use of time.
• Assists Director with correspondence, paperwork, logistics, and forms as related to their teaching, research, and service.
• Maintains the School’s various master calendars to manage room reservations and tracking of School events and commitments.
• Supports faculty searches at the administrative level including attending search meetings, creating itineraries and resources for committee collaboration, sending out communications, making food and room reservations, booking the airfare and hotel reservations, and overseeing the logistical details of the visits.
• Supports management of faculty academic personnel actions, including faculty promotion and tenure, sabbatical reviews, evaluation of probationary faculty and academic professionals, annual evaluations of faculty and evaluation of conditional contracts.
• Serves as a unit contact and administrator for Academic Personnel Actions Reporting System (APARS) for the following areas: Curriculum Vitae Builder and Annual Activity Reporting (ASU Vita) and Review, Promotion and Tenure (RPT).
• Independently composes correspondence on a variety of subjects requiring judgment and communicates regularly with multiple stakeholders including students, faculty, and campus visitors, both as self and on behalf of the Director.
• Provides the Director with support at faculty meetings and annual faculty retreat which includes, but is not limited to: agenda preparation, preparing background materials, transcribing meeting minutes, maintaining official meeting records, and tracking follow-up items to ensure timely completion of tasks.
• Assists with preparing reports, documentation, and communication to faculty and staff, which includes a weekly electronic newsletter.
• Provides administrative support to assigned academic program directors in areas such as scheduling appointments, utilizing Doodle polls, and maintaining record-keeping systems.
• Collects course syllabi each term and prepares master teaching and office hours schedule for the Director.
• Assists School Director and Assistant Director, Operations with special projects as directed and other duties as assigned.

Event Planning – Duties include, but are not limited to:

• Serves as planner and coordinator of School events, meetings, large-scale conference receptions, retreats, new student orientation lunches, awards ceremony, meal ordering services, and other special events; includes arranging equipment, tables, seating, and overseeing catering orders; sending invitations and managing RSVPs; tracking costs to ensure event is within specified budget; and all other logistical details.
• Travels on a bi-annual basis to oversee the School reception at two annual conferences (typically held in November and February).
• Arranges for specified faculty to attend graduation ceremonies.
• Manages the School’s promotional materials and supplies.
• Works in conjunction with Manager of Marketing and Communication to facilitate ASU Homecoming and Open Door events.

Customer Service – Duties include, but are not limited to:

https://sjobs.brassring.com/TGnewUI/Search/Home/JobDetailPreview?PartnerID=25620&SiteID=5494&pid=aUJDtI_plus_V7nvubEco3VvtWw==&ts=... 2/5
• Manages Salesforce email inquiries and, if necessary, independently composes correspondence on a variety of subjects requiring judgment, originality, and knowledge of issues involved.
• Manages multiple high-priority activities in a fast-paced environment requiring considerable coordination and follow through; responds to technical administrative inquiries and ensures resolution and necessary follow-up is performed.
• Serves as backup staff member for ensuring front office maintains adequate coverage and to provide office operations support.

Minimum Qualifications

Bachelor's degree in a related field AND four (4) years experience in an administrative position; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.

Desired Qualifications

• Evidence of (4) years of providing administrative support in a fast-paced environment.
• Experience directly supporting an administrator, preferably in a higher education environment.
• Experience working effectively in an environment subject to tight deadlines and quickly changing priorities.
• Experience in a wide variety of administrative functions including customer service, calendaring, scheduling, and event planning.
• Evidence of effective communication skills, as well as oral/written/media presentation.
• Experience using Microsoft Office applications at an advanced level (i.e., Word, Excel, Outlook).
• Experience using Google Drive, Dropbox, Adobe Pro, Salesforce, and Zoom.
• Ability to learn and adapt quickly, as well as be comfortable with technology and new processes.
• Experience in managing multiple high-priority activities requiring considerable coordination and follow-through to meet deadlines and requirements.
• Must be able to exercise sound judgment in decision-making, be flexible, as well as have the ability to anticipate, recognize and resolve internal and constituent issues.

Working Environment

This position requires:

• An 8:00-5:00PM, Monday–Friday work schedule. Occasional weekend work and/or travel will be required for events.
• Working both independently and within a complex structured team.
• Reading, writing, seeing, hearing, and clearly communicating verbally to perform essential functions.
• Quickly changing priorities which may include and/or are subject to resolution of conflicts.
• Performing activities in an environmentally controlled office setting.
- Using software and computer equipment (i.e. monitor, keyboard, mouse) for extended periods of time.
- Using office equipment (i.e. printers, copiers, fax machine, telephones, calculator).
- Frequently bending, reaching, lifting, pushing, pulling, and transporting up to 25 pounds.
- Standing for varying lengths of time and walking moderate distances to perform work.

Department Statement

The Hugh Downs School of Human Communication offers BA, BS, MA, and PhD degrees. The undergraduate program currently has approximately 2,300 on-campus and online majors. The School is composed of approximately 29 distinguished interdisciplinary faculty recognized for teaching and research excellence in areas of Human Communication including: health communication, intercultural communication, interpersonal communication, organizational communication, performance studies, critical/cultural studies, and rhetoric.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

COVID-19 Vaccination Requirements: Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion's webpage.

ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.
Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.