SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Assistant to the Chancellor

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be accepted until position is filled.
Deadline for first consideration is November 20, 2015.

JOB DESCRIPTION:
The Assistant to the Chancellor works under general supervision and is responsible for coordinating office staff activities, researching and preparing special reports, and developing/revising and recommending administrative policies and procedures to supervisor. This position is governed by state and federal laws and agency/institution policy.

Specifically, the job assignment includes:
1. Performing administrative support tasks involving confidential and technical information that are secretarial/clerical in nature.
2. Assist with the development and enhancement of the SAU Tech Foundation and Alumni Association as directed by the Chancellor.
3. Composing routine correspondence and preparing routine reports related to external operations.
4. Scheduling meetings and/or appointments.
5. Scheduling travel arrangements including making hotel reservations and processing travel documents.
6. Acting as an administrative liaison to provide information and assistance to external contacts to promote SAU Tech’s organizational operations and effective service to connecting groups related to external operations.
7. Receiving and directing daily incoming mail including sorting and distributing mail and delivery of daily outgoing mail.
8. Maintaining procedures for record retention and disposition.
9. Interpreting SAU Tech administrative directives, policies, and procedures to ensure consistent application and compliance related to external operations.
10. Arranging and participating in meetings, conferences, and SAU Tech team activities related to external operations as recommended by the Chancellor.
11. Serves as Rock 'N Read coordinator.
12. Performs other related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:
- Bachelor’s degree and/or a combination of education and work related experience; demonstrated skills in marketing, communication, and financial planning; evidence of organizational skills.
- Experience in budget management.
- Background check required.

PREFERRED QUALIFICATIONS:
- Knowledge of fund raising and/or alumni functions.
- Experience working with legislative and governmental entities.

ANNUAL SALARY BASE: $40,000

DATE OF NOTICE: October 27, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts to:
SAU Tech Human Resources Office
P.O. Box 3499
East Camden, AR 71711
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.