

Job Description

Job Title: Assistant to the Director (Part time)
Job ID: 23307
Location: Tempe campus
Full/Part Time: Part-Time
Regular/Temporary: Regular

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College/Division

College of Liberal Arts and Sciences, SHESC

Scope of Search

Open to Public

Grant Funded Position

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

Posted Rate of Pay

\$20,000-\$25,000/year; DOE

Duties and Responsibilities

The Center for Bioarchaeological Research in the School of Human Evolution and Social Change seeks a motivated and professional executive assistant to work directly for a high-profile senior faculty member focused on facilitating a variety of complex programs and activities including but not limited to an active and travel-intensive research and outreach agenda; professional journal editing; an out-of-state field school; a graduate degree in bioarchaeology; and extensive laboratory facilities. This new position is the sole staff position dedicated to the center and part of a broader team supporting the entire school.

Serves as a conduit of information from university personnel, faculty and staff on issues that impact the director; maintains the director's calendar including making complex international travel arrangements, tracking reporting deadlines, scheduling meetings/events and assisting with the management of project deadlines; manages director's purchases and reimbursements which may involve researching vendors and arranging specialized purchases and working with complex auditing policies; assists with director's editing and other professional service responsibilities; schedules the Center's conference room; serves as a liaison to the School's research advancement support team to insure that the director's research proposal and award management needs are handled; helps maintain internal and external relationships; works with director to monitor EH&S standards in CBR laboratories; screens and refers inquires on behalf of the director for problem resolution and resource referral and composes correspondence involving judgment for non-routine, significant inquiries and problems; researches information and may assist with report preparation for funding agencies and presentations; helps manage the content of the Center's web pages; reviews and follows-up on program issues surfaced during meetings and events; assembles agenda items for meetings and events and maintains official meeting records; and performs special assignments as instructed.

DAYS AND SCHEDULE: Monday-Friday 8:00AM-5:00PM, 20 hours per week, flexible schedule to vary with director's schedule.

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

Advanced degree in bioarchaeology or related field. Experience working with: high-functioning executives, particularly in a research-intensive university setting; reviewing documents for publication; PeopleSoft.

Department Statement/Gen Info

Known for its leadership in innovative education and research, the School of Human Evolution and Social Change is home to some of the nation's top-ranked anthropology programs and faculty. It builds on the chief strength of the field, its holistic, long-term perspective to reach beyond the scope that traditionally defines the study of anthropology. By integrating the latest scientific tools and knowledge, the School advances discoveries about who we were, where we are going, and how we may alter our destiny.

The School's Center for Bioarchaeological Research is housed in recently renovated, state-of-the-art facilities and focuses its research, education and outreach initiatives on past peoples' experiences with health and disease along with their cultural and environmental contexts. By bringing anthropological understanding of the past to contemporary problems, the center provides important insights to efforts that promote global health and seek to preserve cultural heritages, endangered species and threatened environments.

For complete information on this dynamic and challenging work environment and its nationally-recognized faculty and high profile initiatives see <http://www.asu.edu/shesc>

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.

Standard 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 67,000 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.

Arizona State University is an Equal Opportunity/Affirmative Action employer.

Close Date

November 13, 2009

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated.

Complete the required information and attach a single document, which includes: a cover letter, resume, and the names, addresses and phone numbers of three professional references. Resume should include all employment 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.

REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.

Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.

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