The W. P. Carey School of Business Graduate Programs Office is looking for two (2) energetic and self-motivated individuals who are service oriented, dependable, and display sound judgement. This position will provide administrative support and perform various duties for one of the functional teams within the unit. Incumbents work independently under general direction on a variety of assigned tasks at varying volume. This position requires strong attention to detail, ability to work in a fast-paced environment, and ability to complete tasks according to established policies and procedures.

**Essential Duties**

- Provides daily unit and team support such as composing e-mail responses or other written communications, interprets and explains established policies and procedures, creates reports and information containing specialized or sensitive information, and resolves problems within the purview of given responsibilities.
- Provides daily general support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events; maintaining calendars, preparing meeting agendas and minutes; and opening and reviewing incoming mail for distribution and response.
- Maintains record-keeping systems, updates databases and spreadsheets for inventory, time reporting, budget, and account records, and conducts database queries.
- Monitors expenditures and performs basic bookkeeping such as P-card reconciliation and assisting with paying bills; authorizes and/or approves payments within established department/unit guidelines with supporting documentation.
- Plans and arranges conferences, meetings and/or special events including making necessary travel reservations and itineraries; communicating applicable arrangements and prepares background materials needed as supporting reimbursement documentation.
- Collaborates with supervisor to implement unit efficiencies, practices, and procedures.
- Performs other duties as assigned.

**Minimum Qualifications**

Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience providing support to a large team.
- Experience in scheduling/calendaring meetings/events.
- Evidence of strong customer service through both verbal and written communications.
- Experience in using proper grammar, spelling, punctuation, content delivery and sentence structure.
- Experience in using Microsoft office applications (Outlook, Word, Excel, Access, and PowerPoint).
- Experience establishing and maintaining effective working relationships with faculty, staff, student, community partners and other stakeholders.
- Experience maintaining accounting or bookkeeping records.
- Experience with travel policies and procedures.

**Working Environment**

- Activities are performed in an environmentally controlled office setting, and are subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); standing for varying lengths of time and walking moderate distances to perform work (10%); bending, reaching, lifting, pushing and pulling up to 25 pounds (15%).
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Communicates both verbally and in writing when performing essential functions.
- Uses standard office equipment such as computer workstation/laptop (keyboard, monitor and mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.
Department Statement
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 14,000 students pursuing undergraduate, master's, and PhD degrees. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.
"The W. P. Carey School of Business educates tomorrow’s business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

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 90,000 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.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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

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

Fingerprint Check Statement
This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint 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.