

# UNIVERSITY OF DALLAS

Job Number: 12458UD

Date Posted: June 16, 2022

## Administrative Assistant to the Dean, Associate Dean, and Faculty

---

### WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### JOB DESCRIPTION

UD is currently seeking an Administrative Assistant to the Dean, Associate Dean, and Faculty to execute a wide range of detailed and confidential administrative and clerical support duties. This individual will serve as the first contact for internal and external contacts for the College. Additionally, the Administrative Assistant will work independently within the University and Gupta College of Business policies and procedures.

### PRIMARY RESPONSIBILITIES

- Serve as the principal point of contact and source of information for the Dean's office, including faculty, students, staff, and external guests.
- Schedule and manage meetings for the Dean and Associate Dean; responsible for calendar management and coordination of a variety of complex executive meetings and college meetings.
- Prepare domestic and international travel arrangements, including air, hotel, ground transportation, and itineraries for the Dean and Associate Dean.
- Reviews, assesses, routes, and monitors the Dean's correspondence and emails as requested. Prepare draft letters and some presentations. Review and summarize miscellaneous reports and documents.
- Provides support to the Dean in monitoring and reconciling monthly credit card expenses.
- Provides ongoing administrative support to full time faculty and adjunct faculty.
- Maintains Dean's suite office and kitchen supplies.

# UNIVERSITY OF DALLAS

- Assists with coordinating meetings including room reservations, preparing agendas, securing necessary IT equipment, initializing presentations, catering, and attendee updates.
- Prioritize and manage multiple projects simultaneously, following through on issues in a timely manner.
- Maintain and protect highly confidential information and communicate information within the scope of authority.
- Assists other Gupta College of Business staff on an as-needed basis.
- Other duties as assigned to ensure the efficient and effective operation of the Gupta College of Business.

## MINIMUM REQUIREMENTS

- High school diploma plus two years of college or equivalent work experience required.
- Four (4) years of experience in a professional office setting supporting senior leadership in a growing organization.

## PREFERRED QUALIFICATIONS

- Bachelor's degree preferred.

## ADDITIONAL INFORMATION

- This position is often the initial contact of the Satish & Yasmin Gupta College of Business Dean's office to internal and external stakeholders.
- This individual must maintain a cheerful, professional, and flexible demeanor in a busy office setting.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

# UNIVERSITY OF DALLAS

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.