

UNIVERSITY *of* DALLAS

Job Number: 13743UD

Date Posted: August 16, 2023

Administrative Assistant to the Dean and Associate Deans

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the [Mission](#).

JOB DESCRIPTION

UD is currently seeking an Administrative Assistant to the Dean and Associate Deans to execute a wide range of detailed and confidential administrative and clerical support duties. Serve as the first contact for internal and external contacts for the College. Responsible for working independently within the University and Gupta College of Business policies and procedures.

PRIMARY RESPONSIBILITIES

- Provide executive assistance to the Dean and Associate Deans of the Gupta College of Business.
- Assist the Dean with special projects as needed.
- 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 Deans; responsible for calendar management and coordination of a variety of complex executive meetings and college meetings.
- Coordinate events sponsored by the Dean's office, including conferences, seminars and conference calls including event planning, organization, and execution of college activities.
- Provide support to the Dean and Associate Deans in monitoring and reconciling monthly credit card expenses, budgets, and invoices.
- Maintain the Dean's suite office, supplies, emergency contact forms, COB email group lists, copier maintenance.
- Prepare domestic and international travel arrangements including air, hotel, ground transportation and itineraries for the Dean and Associate Deans.
- Review, assess, route, and monitor the Dean's correspondence and emails as requested. Prepare draft letters and some presentations. Review and summarize miscellaneous reports and documents.
- Prioritize and manage multiple projects simultaneously, follow through on issues in a timely manner.

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- Maintain and protect highly confidential information and communicate information within scope of authority.
- Assist other Gupta College of Business managers and staff on an as-needed basis.
- Coordinate coverage of the Dean's suite front desk during scheduled absences.
- Take notes and prepare minutes of the College faculty meetings.
- Ensure correspondence and other key documents are maintained and comply with records retention policies.
- Attend college events as requested by the Dean.
- 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.
- Demonstrated ability to effectively communicate verbally and in writing at an exemplary level.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange 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.

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.