Job Description – Associate for the Provost’s Office

Department: Provost’s Office
Reports to: Senior Advisor; Advisor to the Provost

Position Summary

The Associate for the Provost’s Office will report to the Advisors to the Provost. S/he will primarily support faculty governance matters, including scheduling, keeping the minutes, website and document management, and oversight of procedures. S/he will also support key initiatives across the Provost’s Office, including conferences and the launch of new centers, institutes and programs. S/he is also expected to support the Provost’s Office in general.

Responsibilities

• Manage calendar, making complex scheduling arrangements involving multiple parties and meetings for all faculty governance-related activities, take and keep records of meeting minutes;
• Work with the Provost and Chairs of faculty governance bodies on faculty governance policies and procedures, implement and oversees the policies and procedures, as well as provide advice to the Provost and Chairs;
• Manage faculty governance-related website content;
• Respond to inquiries displaying a comprehensive knowledge of the faculty governance policies;
• Coordinate and collaborate with the Faculty Council Steering Committee Chair and Faculty Council Chair, and provide administrative support to all faculty governance bodies;
• Assist the Provost and advisors to organize conferences and special events;
• Provide administrative support, under the direction of the Provost, advisors and designated people, to launch new centers, institutes and programs;
• Make travel arrangements and complete expense reports;
• All related job duties as assigned.

Qualification

• Required Education
  ➢ Bachelor’s Degree required, Master’s Degree preferred.
  ➢ Education in law and public policy preferred.
• **Required Experience**
  - Minimum of two years working experience in project management or coordination in an English-language setting.
  - Working experience in international education sector highly valued.

• **Required Knowledge, Skills, and Abilities**
  - Excellent spoken and written English.
  - Excellent interpersonal and organizational skills.
  - Advanced PC and/or Mac skills (including advanced Excel, PowerPoint, database applications and Internet research skills).
  - Webpage and content management.
  - Capable of developing effective relationships with both internal and external stakeholders to deliver activities successfully.
  - Demonstrated ability to prioritize, work under pressure, and meet deadlines.
  - Ability to identify and analyze critical issues and problem-solve program implementation.