

**Kansas Board of Regents
Position Description for
Senior Administrative Associate**

Date: November 2024
Name: Vacant
Position No.: K0218862
Supervisor: Associate Director for Human Resources and Administration

Brief Description of Position:

The Senior Administrative Associate provides high-level administrative support to the Board office and operational support to the Board and Technical Education Authority, including preparing meeting materials and agendas and taking and distributing meeting minutes.

Position Duties:

- Provide strategic and operational support for the Board and TEA, including:
 - Prepare monthly Board and Technical Education Authority (TEA) meeting agendas.
 - Coordinate, collect, edit, and compile meeting materials.
 - Attend Board and TEA meetings to take notes and draft meeting minutes.
 - Organize and coordinate Board and TEA meetings, subcommittee meetings, and campus visits as needed.
 - Preparing notes for the Chair's use during meetings as needed.
 - Develop and maintain the annual meeting calendars.
 - Distribute meeting notices.
- Following Board action, incorporate new or amended policies into the Policy Manual, update the KBOR website, and notify appropriate Board and university staff of changes.
- Establishes and maintains paper and electronic filing systems, ensuring compliance with record retention schedules and overseeing the appropriate disposition of records no longer needed on site.
- Act as the primary contact for TEA members, ensuring quorum availability and preparing communications to be shared with TEA members and the public as requested.
- Assists President/CEO and General Counsel with the Board's annual university CEO evaluation process and University CEO searches as needed.
- Draft correspondence, edit reports, prepare documents, and manage confidential materials.
- Coordinate the signature process for documents requiring CEO and Board Chair approval.
- Provide assistance to the KBOR front desk team, as directed by the Associate Director for Human Resources and Administration.
- Performs other duties as assigned by the Associate Director for Human Resources and Administration or agency leadership.

Supervisory Duties: No

Required Qualifications:

- A minimum of three years of relevant experience.
- Demonstrated commitment to accuracy and attention to detail.
- Proven ability to identify and assess customers' needs to ensure satisfaction.
- Ability to handle sensitive and confidential information with discretion.

- Must have excellent skills in oral and written communication, critical thinking and analytical reasoning, interpersonal interaction, and project and time management.
- Exceptional organizational skills with the ability to prioritize multiple tasks and meet deadlines.
- Proficiency in the software, including Adobe Acrobat, Microsoft Outlook, Excel, PowerPoint, and Word.

Preferred Qualifications:

- Bachelors' Degree from an accredited institution.
- Five-years of experience in an office environment.
- Experience working with Kansas state agency.
- Experience working in higher education setting.