

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

Date: February 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 provides operational support to the Board and Technical Education Authority, including preparing meeting materials, agendas, and taking and distributing meeting minutes.

Position Duties:

- Prepare monthly Board and TEA meeting agendas; coordinates, collects, edits, and assembles meeting materials, attends and takes notes of Board and TEA meetings; prepares meeting minutes; and organizes Board and TEA meetings and campus visits.
- Attend and prepare minutes for Board and TEA subcommittee meetings as needed.
- Prepare annual Board and TEA meeting calendars; prepares and distributes notice of Board and TEA meetings and subcommittee meetings in compliance with Kansas Open Meetings Act; and manages Board office submissions to Governor's Public Square website.
- Following Board action, make changes to the Policy Manual to incorporate new and amended policies; submit updates to the KBOR website; and notify appropriate Board staff and university staff of changes.
- Establishes, organizes, updates, and maintains paper and electronic filing systems and maintains Board/TEA record retention schedules and works with assigned office staff to determine appropriate disposition of records no longer needed on site.
- Serve as primary contact for TEA members and communicate with TEA members to confirm quorum availability, prepare notes for TEA Chair's use during meetings, and prepare communications to be shared with TEA members and the public as requested.
- Assists President and CEO and General Counsel with the Board's annual university CEO evaluation process and with new University CEO searches when needed.
- Independently prepares correspondence, drafts proposed responses for attorneys' signature, types, proofs, and edits reports, issue papers, letters, contracts, attorney notes, legal memoranda, regulatory documents, bond documents, and court documents, many of a confidential nature, and coordinates the process for obtaining CEO and Board Chair signatures as needed.
- Provides support to the KBOR front desk team as assigned 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:

- Bachelors' Degree from an accredited institution.

- Three years of relevant experience.
- Ability to identify and assess customers' needs to achieve customer satisfaction.
- Ability to handle confidential information with discretion.
- Must be detail-oriented, have excellent oral and written communications skills, critical thinking/analytical skills, interpersonal skills, project and time management skills.
- Possess high-level organizational skills and the ability to prioritize multiple projects and tasks simultaneously to meet deadlines.
- Proficient in the use of PC-based software including Microsoft Outlook, Excel, PowerPoint, and Word.

Preferred Qualifications:

- Five-years' experience in an office environment.
- Kansas state agency experience.
- Higher education experience.