Office Specialist, Sr.
47393BR
Campus: Tempe
Office Specialist Sr.

Job Description
The Global Security Initiative at Arizona State University is seeking an Office Specialist, Sr. The Office Specialist, Sr. supports the effective administration of the Center for Human, Artificial Intelligence, and Robot teaming by supporting the center director with complex clerical/officet duties, including organizing travel, managing schedules, and ensuring timely submission of technical reports and human subjects use applications. This position requires a thorough knowledge of office administration. Advice and leadership are available from supervisor for complex issues or those requiring authorization such as deviation from policy.

Job Family
Clerical & Admin Support

Department Name
Global Security Initiative

Full-Time/Part-Time
Part-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is a grant funded position. Continuation is contingent on future grant funding.

Salary Range
$14.57 - $17.78 per hour; DOE

Close Date
19-December-2019

Category
01

Essential Duties
- Coordinates the center director's schedule, including internal and external meetings, reporting deadlines, etc.
- Organizes travel for center director, and serves as a point of contact for general center inquiries.
- Drafts correspondence. Ensures proper financial submission for PCard transactions and reconciliations, vendor purchases, expense reimbursement and travel.
- Ensures center is functioning according to ASU policies and procedures, and finds solutions for problems and delays.
- Checks, reviews or prepares records, reports, forms or other documents of various kinds pertinent to assigned function(s); personally investigates complicated problems or errors.
- Plans and prioritizes workload to meet set deadlines. Helps organize events as necessary.

**Minimum Qualifications**

Five (5) years of increasingly responsible office/clerical experience, which includes one (1) year in a directly related function; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience in administrative/office management
- Demonstrated knowledge with Microsoft Outlook, Excel, and other software
- Experience managing travel arrangements
- Experience with purchasing/supply strategies

**Working Environment**

Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of being stationary and moving between office spaces. Position requires use of computer (desktop and/or laptop). Ability to clearly communicate in English, read, write, and use a diversity of technologies to communicate with the broader team. Regular review of completed tasks.

**Department Statement**

The Global Security Initiative (GSI) produces mission-relevant approaches and decision support tools to address some of the world’s most complicated and vexing security challenges. These ‘wicked problems’ are characterized by complex interdependencies and conflicting objectives where solutions may not be obvious. Creating positive outcomes to these challenges requires a new mindset built around interdisciplinary research that spans the public, private, and academic sectors.

GSI’s innovative approach to tackling wicked problems leverages the world-class expertise of Arizona State University faculty and GSI’s connections with the global defense, development and diplomacy communities, producing results that are impactful, timely and useful to policymakers and implementers. GSI serves as ASU’s primary interface with the Department of Defense, the Department of Homeland Security, and the U.S. Intelligence Community.
The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. [http://research.asu.edu](http://research.asu.edu).

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.
ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.