



UNIVERSITY
of ALASKA

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Position Job Duties

531490_Executive Assistant to the Director

Serves as executive assistant to KPC Director. Recommends and assists in developing and supporting new and current policies/procedures/best practices, and advising KPC personnel in them. Oversees a wide variety of special projects/events represented by the Director's Office. Trouble-shoots confidential issues in the Director's Office. Oversees processing of annual employee contracts, required faculty academic files, faculty reviews, and all faculty documents per negotiated union agreements and UA policy. Collaborates with KPC HR Coordinator, UA, and UAA regarding individual employee contract issues. KPC Leadership Committee member. Serves on Emergency Response Team (ERT) which handles campus emergencies and potential emergency situations on an as-needed basis. Attends ERT meetings and training sessions. Serves on various other committees and other duties as assigned. Notary Public.

Oversees the KPC Director's Office and the Kenai River Campus Faculty Services Office. Supervises two regular employees and occasional temporary employees. Schedules, plans, trains, and reviews work. Works closely with the Director and Director of Academic Affairs to develop, review, update, implement KPC faculty administrative support policies and procedures.

Employee Recruitment: Oversees all KPC regular, term, and temporary faculty and staff recruitment. Works closely with UAA Talent Acquisition (TA) Specialist to implement current university recruitment regulations, policies and procedures at KPC. Trains KPC search committees and works with supervisors to develop and edit position descriptions, job postings, and screening documents. Informs KPC Director on status of searches. Posts and updates KPC job postings on UA recruitment software. Serves on search committees as needed. KPC representative to applicants regarding search processes. Maintains recruitment files.