

### **Water Institute Administrative Support Assistant II (Job number xxxxx)**

The UF Water Institute is seeking an Administrative Support Assistant II who can bring creativity, independent learning and excellent communication and time management skills to our collaborative work environment. The successful candidate will work under the direction of the Water Institute Director and with other Water Institute staff to provide programmatic, administrative and communications support to University of Florida Water Institute programs. A more detailed breakdown of job duties is included below. For more information about the UF Water Institute please see <http://waterinstitute.ufl.edu>.

#### **Specific Duties Include:**

- Assists with Water Institute research, education and outreach program development, implementation and evaluation.
- Coordinates event planning, scheduling, set-up, and on-site coordination for Water Institute seminars, workshops, meetings, symposia and other events. Activities may include event advertisement, collecting participant registrations, managing abstract submissions, room reservations and setup, catering orders, audio-visual and IT scheduling, and design and printing of materials.
- Makes travel arrangements, and processes reimbursements for students, staff, faculty, seminar and symposia speakers and/or other invited guests.
- Collects and organizes and enters information for grant proposals and reports.
- Assists in website content management and maintenance of social media accounts.
- Performs and/or approves fiscal transactions such as receipts, invoices, expense reimbursements, PCard reconciliation and purchase requisitions/orders.
- Works with the Office of Research Human Resources office to prepare, review and perform input of human resources documents and data.
- Provides general office support that includes managing inventory, mail, equipment, and facilities. Serves as departmental liaison to the IT unit.
- Other duties will be assigned based on the needs of the unit

The ideal candidate will have excellent written and verbal communication skills, strong organizational and time management skills, and work well in a collaborative team environment. Proficiency in PeopleSoft, Excel, Word and PowerPoint is required. Experience with social media, Web Content Management Systems (Wordpress), Access and Adobe Creative Suite are highly desirable.

Supervision is provided by the Water Institute Director. Projects and tasks will be discussed and jointly planned, however the incumbent will be expected to work independently with minimal supervision.

Applications consisting of a resume, letter of interest and the names and contact information for three references should be submitted through the official University of Florida Human Resources procedures detailed at <http://jobs.ufl.edu> by December 17, 2018.