The University of Iowa Athletics Department seeks applications from self-motivated, results-oriented individuals with the knowledge, ability and interpersonal skills required to serve as Executive Assistant to the Director of Athletics – a full-time position, salary commensurate with qualifications and experience, including full University benefits. The University of Iowa is an NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 21 varsity sports programs and related events with a workforce of approximately 215 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “Win. Graduate. Do It Right.” philosophy. For more information regarding Athletics, please click here.

**Responsibilities:** Provide executive-level administrative support and act as liaison for the University of Iowa Henry B. and Patricia B. Tippie Director of Athletics Chair, utilizing exceptional interpersonal skills and abilities to interact with internal and external constituents to facilitate a positive, efficient work environment; Exercising a high degree of independent judgment, confidentiality and attention to detail.
Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “Working at Iowa” to learn more.

Required Qualifications:

- Bachelor’s Degree in Business, Management or related field or equivalent combination of education and experience;
- Minimum of one (1) year of full-time work experience in an administrative support or athletics operations role supporting executive-level senior management, managing sensitive and/or confidential information and establishing and maintaining productive relationships with staff, vendors, donors and patrons;
- Excellent attention to detail, organizational and critical thinking skills, and ability to be proactive;
- Demonstrated ability to work independently to complete multiple projects and meet deadlines simultaneously;
- Excellent oral and written communication skills and customer service orientation;
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
- Must be proficient in basic office support software, such as Microsoft Word, Excel, Outlook calendaring, etc.; Ability to create and manage meetings via Zoom.
- Ability to operate effectively within a highly regulated team environment.

Desired Qualifications:
• Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;

• Knowledge of Iowa Board of Regents and University of Iowa policies, procedures and regulations;

• Experience with web content development and management.

• Prior supervisory experience.

Application Details:
Visit our website at https://jobs.uiowa.edu and search for keyword “Executive Assistant”. Only applications submitted at https://jobs.uiowa.edu will be accepted.

• Applicants must upload a resume and cover letter and mark them as a “Relevant File” to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.

• Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.

• The successful candidates will be subject to a credential and criminal background check.

• Five professional references will be requested at a later step in the recruitment process.

• As a part of the University of Iowa’s review of your application and consistent with its policies and practices, the University may access and/or view information about you that is job-related and publicly available on the internet, including but not limited to information on social media sites. The access, viewing and/or use of such information is governed by the University’s Policy on Human Rights, as well as state and federal law.

• For questions or additional information, please contact athl-human-resources@uiowa.edu.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race,
creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.