

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

**Date:** April 2026

**Supervisor:** Kristin Scruggs, Associate Director for Human Resources and Administration

**Brief Description of Position:**

The Administrative Associate is a key member of the Kansas Board of Regents Administrative Support Team, responsible for delivering comprehensive administrative support to the Board Office. This role operates in a pooled/shared-services model, providing front-desk coverage and cross-trained support to multiple departments and staff, while maintaining professionalism, confidentiality, and consistent customer service.

**Administrative Support Pool Model:** This position is part of a small administrative associate pool that supports the full agency. Team members rotate and/or are assigned coverage for front desk, shared administrative functions, and departmental support based on operational need. The team is expected to cross-train, maintain documented procedures, provide backup coverage during absences, and communicate workload/status to ensure continuity of service.

**Position Responsibilities**

General Administrative

- Coordinate communications by answering phones, responding to routine inquiries, proofreading documents, and drafting routine correspondence, presentations, and reports for assigned departments and staff.
- Maintain the KBOR website, email distribution lists, and agency directories, updating content as needed.
- Maintain departmental documentation and contact information, support communications with university staff and external parties, and assist with record retention.
- Apply Board and office policies, procedures, and regulations when completing work, and explain processes to internal and external customers as needed.

Front Desk & Office Support

- Serve as a part of the Administrative Support Team.
- Welcome visitors, offer refreshments, and direct them to the appropriate locations.
- Monitor the front entrance electronically to screen visitors entering the office suite.
- Route incoming calls to appropriate staff and resolve routine inquiries that do not require escalation.
- Coordinate mail operations by sorting and distributing incoming mail, processing outgoing mail, and handling deliveries.
- Process mail containing cash or checks by completing the cash receipt process, notifying relevant staff, and delivering deposits to the State Treasurer's Office once required information is received.
- Maintain office supplies and copier functionality.

### Meeting and Event Coordination

- Schedule and coordinate in-person and virtual meetings and appointments for staff, including developing and distributing meeting materials.
- Produce meeting agendas and minutes by collecting and assembling materials, taking notes during meetings, and drafting minutes in accordance with established procedures.
- Support monthly Board of Regents meetings by assisting with room setup and providing hospitality services.
- Coordinate conference logistics by managing registrations, preparing materials, arranging catering and off-site venues, and communicating with attendees.

### Travel, Purchasing, and Accounts Payable Support

- Coordinate travel arrangements for approved events, including k-tag and fuel card checkout, lodging and airfare bookings, and conference registration.
- Prepare travel authorizations and expense reports in SMART.
- Requesting W9 and ACH forms and entering supplier information.
- Process purchase requisitions and receiving receipts in SMART.
- Prepare accounts payable vouchers in SMART for supplier invoices and other approved payments, such as federal and state aid or grant payments.
- Administer an agency procurement (P-card) account by making purchases in alignment with policy and reconciling transactions monthly.
- Track agency subscriptions, memberships, and software or domain licenses, and prompt designated contacts to initiate purchase requisitions in SMART as needed.

### Specialized Responsibilities *(May be completed by one or more of the team)*

- Serve as the agency liaison to Facilities Management by reporting maintenance needs and directing personnel appropriately.
- Coordinate Board and Technical Education Authority (TEA) meetings by preparing agendas, distributing material, taking minutes, managing calendars, and ensuring compliance with the Kansas Open Meetings Act.
- Support Academic Affairs by tracking and communicating the academic program approval process, maintaining program inventory, compiling annual institutional reports, managing three-year performance agreements, and facilitating department and degree name changes.
- Maintain information in Transfer Kansas Portal, coordinating with Academic Affairs and Data, Research, and Planning.
- Support Human Resources recruitment activities by posting job openings and scheduling interviews.

### Other Duties

- Perform other duties as assigned by the Associate Director for Human Resources and Administration or agency leadership.

### **Supervisory Duties:** No

**Required Qualifications:**

- High school diploma or equivalent.
- Minimum of three years of relevant office experience.
- Strong attention to detail; excellent oral and written communication, and analytical skills.
- Outstanding customer service abilities.
- Advanced organizational skills with the capacity to prioritize multiple projects and meet deadlines.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Demonstrated flexibility in responding to diverse demands and shifting priorities.
- Proven ability to maintain confidentiality.
- Ability to work effectively in a pooled/shared-services environment, including cross-training, shifting priorities, and providing backup coverage to ensure consistent service delivery.

**Preferred Qualifications:**

- Bachelor's degree from an accredited institution, or equivalent experience.
- Experience working in a postsecondary education environment.