The Office of the Provost is seeking a Senior Program Coordinator. This position will exercise good judgment, ethics and integrity to provide direct and high-level support to the Office of the Provost with primary responsibility to the Vice Provost for Faculty Affairs. The successful applicant will be expected to demonstrate the highest levels of confidentiality, integrity, punctuality and dependability. Keen attention to detail, high level of organizational skills and professional presentation is necessary to carry out the basics of job tasks. This is a highly visible office and requires rapid reaction to situations, workflow, questions, challenges and traffic. The person in this position contributes to the high standards for the professional image of the Office of the Provost.

Current UA employees are encouraged to apply for this position.

To apply, visit http://uacareers.com/postings/8402 [1].

Source URL: https://uaatwork.arizona.edu/uannounce/job-a20567-senior-program-coordinator

Links: