



**EXECUTIVE ASSISTANT
BOARD OF REGENTS
STATE OF IOWA**

The Board of Regents, State of Iowa, governing body for the University of Iowa, Iowa State University, the University of Northern Iowa, Iowa School for the Deaf, and the Iowa Braille and Sight Saving School, seeks highly qualified candidates for the position of Executive Assistant.

The Executive Assistant serves as confidential assistant to the Executive Director of the Board of Regents; interacts with the Board members, institutional officials and other high level state and national leaders on a regular basis. The successful candidate must have excellent written/oral communication and organizational skills and be familiar with computerized office applications.

Position requires a minimum of an undergraduate degree in a relevant field and at least five years of administrative experience. Salary is commensurate with experience. The position is located in Urbandale and reports directly to the Executive Director, Board of Regents.

Submit resume and contact information for three references to Marcia Brunson, Policy and Operations Officer, Board of Regents, State of Iowa, 11260 Aurora, Urbandale, IA 50322 or by email to mbruns@iastate.edu. Review of resumes will begin immediately; position will remain open until filled.

The Board of Regents is an Equal Opportunity Employer. Women and Minorities are encouraged to apply.