



UCR UC MEXUS is looking for a staff employee to temporary Executive Assistant (EA) to the Director. The incumbent will be responsible for assisting with special projects as assigned including PowerPoint presentations, proofreads/edits documents, website content management, draft communications, documents and templates for the office. Maintains contact relationship management databases/lists. Maintains the orderliness of the Alianza UCMX office as well as ensures logistics and operational needs of the Director are addressed promptly using the appropriate campus systems.

The EA will organize and support the Advisory Committees' meetings and contact information. The EA will provide event coordination and support to Alianza UCMX events. Experience communicating in Spanish in a professional environment.

Position: Executive Assistant

Job Requirements:

- Strong attention to detail
- Excellent verbal and written communication skills.
- Must have computer and internet access
- Ability to problem solve in a timely manner.

Hours: 40 hours per week

Remote Work: Yes