

EXECUTIVE ASSISTANT, UNIVERSITIES RESEARCH ASSOCIATION, INC.
Washington, DC

Universities Research Association, Inc. (URA), non-profit 501(c)(3) corporation consisting of 87 leading research universities, seeks an Executive Assistant for its corporate office. In addition to its other activities, URA's has for more than 40 years been as management and operations contractor for Fermi National Accelerator Laboratory west of Chicago, since 2007 in partnership with the University of Chicago as the Fermi Research Alliance (FRA). URA Corporate Headquarters, located at 1111 19th Street, in downtown Washington DC, provides a small office environment and the opportunity to work as a member of a high level team.

The Executive Assistant (EA) has a key responsibility for the administrative and organizational management of the office. The position requires a high degree of initiative and ability to meet new challenges. The EA is responsible for preparing and reviewing correspondence, assembling background materials relevant to meetings and conference calls, and for assisting with appointments and travel arrangements. He/she coordinates meetings of the URA Board of Trustees and the URA Council of Presidents and works with counterparts at the University of Chicago to support meetings of the FRA Board of Directors. The EA also serves as coordinator of URA and FRA awards programs and as liaison with Fermilab and the State Department on foreign intern and faculty assignments.

The EA provides administrative support to the President and Vice President and interacts with the members of the URA Board of Trustees and with high level officials of government and university and other organizations, and therefore requires attention to detail, and excellent interpersonal, organizational, and communication skills – both written and oral. The position calls for an ability to multitask a varied portfolio of responsibilities and good office computer skills to develop documents and assemble and track data. A minimum of ten years experience in some combination of executive secretary/management operations assistant is required. Federal experience (GS-10 and above), especially in the science and technology area, is a plus.

While this position would normally be full-time, URA is also willing to consider highly qualified candidates who may wish to work a 4-day week schedule (80% time). URA offers a fully competitive package of benefits. Salary is commensurate with background and experience. URA is an Equal Opportunity Employer. Review of applications will begin immediately and will continue until the position is filled. More information on URA may be found at <http://www.ura-hq.org>

Applications and nominations, including a one-page cover letter and resume, should be submitted electronically to HR@URA-HQ.ORG (preferable); or by mail to:

EA POSITION

URA

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