



**Job Title:** Administrative Assistant

**Location:** This is a hybrid position. Most work days will be at the NUARI Office, Northfield, VT (with the option of one day per week working from home).

**Reports To:** Vice President of Cyber Education

**Job Type:** Full-time, typically M-F (8 am – 5 pm)

**Applications will be continuously accepted and reviewed through March 5, 2025.**

**About Norwich University Applied Research Institutes:**

Norwich University Applied Research Institutes (NUARI) was federally chartered under legislation sponsored by Sen. Patrick Leahy in 2002 and is funded in part through the Department of Homeland Security and the Department of Defense. NUARI was established as a national center to address cyber incident management challenges through research, training programs, and technology development and has been a global leader for more than a decade in developing cyber war gaming, distributed learning technology, distributed simulation technology, critical infrastructure exercises, and cyber security.

**Job Overview:**

We are seeking a highly organized and proactive Administrative Assistant to support our leadership team in managing day-to-day operations. The ideal candidate will be detail-oriented, resourceful, and able to handle a wide variety of administrative tasks efficiently, professionally, and with confidentiality in a fast-paced environment. This role requires an individual who can manage multiple priorities and deadlines while maintaining a high level of professionalism and possessing the ability to interact with diverse stakeholders.

**Key Responsibilities:**

- **Scheduling & Calendar Management:**
  - Manage and maintain multiple calendars, including scheduling appointments, meetings, course deliveries, and travel arrangements.
  - Coordinate and prioritize meetings, ensuring that all necessary materials and information are prepared in advance. Document accurate meeting notes, minutes, and outcomes.
  - Maintain the training course schedule and update websites and databases.

- **Event Planning & Coordination:**
  - Plan, coordinate, and execute internal and external events, including course deliveries, conferences, meetings, and team-building activities.
  - Manage event logistics such as venue selection, catering, invitations, and any other arrangements required.
  - Upload and track required information into the learning management system for course deliveries
- **Mail & Communications:**
  - Screen and direct calls, emails, and messages, responding when appropriate or escalating as necessary.
  - Handle incoming and outgoing mail, ensuring timely responses and organization.
  - Prepare and draft correspondence, memos, and emails as directed.
- **Tracking Deliverables & Follow-up:**
  - Keep track of project timelines and deliverables, ensuring that deadlines are met.
  - Follow up with team members and other stakeholders to ensure tasks are completed on time.
  - Prepare status reports and assist in ensuring action items are addressed.
- **Office Management:**
  - Maintain office supplies and equipment, ensuring the office environment is organized and well-equipped.
  - Serve as the point of contact for vendors and service providers, managing relationships and resolving issues when needed.
  - Assist with onboarding new employees by preparing office spaces and ensuring necessary supplies are provided.
  - Reconcile monthly credit card statements and expense reports.
- **General Administrative Support:**
  - Provide support for various administrative tasks, including filing, data entry, and document management.
  - Assist with preparation of presentations, reports, and other materials as needed.
  - Other duties as assigned.

**Qualifications:**

- Proven experience in a similar administrative role.
- Exceptional organizational and time-management skills, with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills.
- Proficiency with office software (Microsoft Office, Excel, PowerPoint, Outlook, Sharepoint, etc.) and office management systems.
- Ability to handle sensitive and confidential information with discretion.
- High level of professionalism and attention to detail.
- Proactive problem-solving skills with a strong ability to manage multiple tasks simultaneously.
- Event planning experience is a plus.

**Education & Experience:**

- Bachelor's degree (preferred). Will substitute education for substantial experience.
- 2 years of experience in an administrative support role.
- Higher education experience a plus

Interested candidates are encouraged to submit a letter of interest and resume to Cheryl Willette at [cwillet1@norwich.edu](mailto:cwillet1@norwich.edu)

Norwich University Applied Research Institutes is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. Applications from women and people of diverse racial, ethnic, and cultural backgrounds are encouraged. Competitive salary and excellent benefits package offered. Please visit <https://nuari.org> for more information.