

ARE YOU EXPERIENCED OR CERTIFIED IN
BLUE? CHECK OUT THIS JOB POSTING!

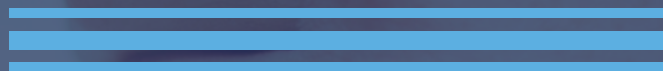


EXECUTIVE ASSISTANT (OFFICE OF THE PROVOST)

—

CALIFORNIA INSTITUTE OF INTEGRAL STUDIES

[View the full job posting here](#)



Job Description:

Administer each semester's course evaluation cycle, coordinate, build, distribute, and collect surveys, create reports for collection of course and faculty data, update CIIS website, and more.

DATE POSTED: 10/31/2017