



Administrative Assistant
George Eastman Circle

Pay Grade 51

Position Summary

The Administrative Assistant reports to the Director of the George Eastman Circle. He/she serves as principal administrative agent for the Director and liaison to GEC Gift Officers on the team.

The Administrative Assistant must be a professional maintaining the highest level of quality when interacting with various constituencies including executives from the University and corporations/corporate foundations, as well as Advancement colleagues. Exceptional attention to details and strong organizational skills are essential. Advanced computer skills working in Microsoft Office Excel, Word, Outlook, and PowerPoint are required. The ideal candidate will be an assertive problem-solver and a team player, possessing good judgment, strong customer relations skills, and excellent communication and writing skills. The Administrative Assistant must possess the skill to prioritize numerous tasks and handle ever-changing multiple priorities. Candidate must be an inquisitive, mature individual with a resourceful approach. On some occasions evening/weekend work is expected in preparing for special events and staffing special events.

Specific Responsibilities

- 55%** (30%) The Administrative Assistant with minimal direction and considerable latitude for independent judgment serve as principal assistant to the Director covering all administrative duties. Among the most important aspects is the management of the Director's calendar, meeting scheduling and preparation, and proactively managing conflicts, priorities and issues related to GEC. The Administrative Assistant will provide general office support to the office including phone coverage, scheduling assistance, meeting preparation, filing, supply acquisition, facility requests, IT requests and other central services. He/she will also support two GEC Gift Officers with their administrative needs. Will also coordinate and participate in meetings related to the GEC Advancement unit.
- (15%) Assistant will provide expense/budget management. Reconciliation of monthly expenses and accounting ledgers, work with Advancement Finance staff on the budgeting process and preparation of data for financial and departmental reports. Review all travel expense reports and requests for payment for accuracy and then submit for signature of the Director.
- (10%) The Administrative Assistant will manage Director's electronic calendar and proactively choose and recommend among competing demands on time. Will proactively gather, analyze and compile appropriate background material for alumni visits for the Director, assist in the production of meeting materials (i.e., agendas). Arranging and managing

travel for the Director as well as providing in depth support for travel logistics, prospect and donor meetings and all related follow up. Ensure that contact reports are entered into Oasis.

20% Represents the Director in contacts with Advancement and University leadership, staff, chairs, faculty, donors, alumni, prospects, corporate and government officials. Maintains a high level of decision making and communication on behalf of the Director.

Assists the Director in managing gift prospects, donor projects, and stewardship of donors, volunteer committees and activities. Advise Director on scheduling prospect visits during regular meetings/discussions.

Anticipates from leadership, staff and volunteers the need for appropriate background materials for the Director for effective decision making and meeting preparation. Proactively prepares and compiles background information needed for donor visits, meetings, cultivation and solicitations, events and activities. Arranges follow-up meetings, correspondence and activities. Compiles, edits, and proofreads materials for fund raising reports, correspondence, presentations, proposals and publications. Prepares and composes correspondence for the Director. Prepares and/or assists with donor contact reports and processing gift input forms. Compose, edit and publish meeting minutes as deemed appropriate by the Director.

20% Assistant serves as the primary data manager of the office and is responsible for data management and gift input. The individual will update and maintain data management tools to enable timely and accurate planning, tracking and reporting of activity and outcomes. The assistant will work with the team to gather information and documentation needed to book gifts. Other responsibilities include serving as the liaison with the Gift and Donor Records staff to ensure timely and accurate processing of all gift and payment activity, updating OASIS records, and verifying that OASIS data is complete.

5% The Administrative Assistant will prepare weekly acknowledgements utilizing reports generated by OASIS and Cognos.

Requirements

College graduation or an equivalent combination of experience and training. Two to three years related work experience including at least two years in administrative capacity in an academic office or project management or equivalent experience in business.

Skills

A successful candidate will be comfortable working in a fast paced environment, understand the role advancement plays at an institution of higher education, and be comfortable dealing with high level University officials, volunteers, donors and prospective donors.

*For further information please contact Kimberley Goetz
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