

Administrative Assistant for Arts, Sciences & Engineering Development Programs

PG 51

General Purpose

With minimum direction and considerable latitude for independent judgment, acts as principal assistant to the Arts, Sciences & Engineering Development Program group, consisting of Sr. Director of Development, and 2-3 Assistant/Associate Directors. Provides support for events, major gifts, community affairs, stewardship, and day to day operations. Responsible for administrative details and duties. Highly advanced secretarial skills and proficiency, excellent verbal and written communication skills required. Has contact with alumni, senior administrative staff, deans, directors, faculty members, students, vendors, and others. Supports the mission of the Arts, Sciences & Engineering Advancement office in a variety of capacities. Previous experience in event planning as well as knowledge of the field of development and alumni relations is highly preferable. Must have good judgment, be able to problem solve, embrace the team concept, have excellent customer relations skills and be able to adjust to changing priorities and challenges in a busy environment.

Specific Responsibilities

- 40% Assists with planning and executing Arts, Sciences & Engineering Development Program events, including:
 - Assistance in preparing invitations and other materials, generation of mailing lists, coordination of mailings and logistical activities for events.
 - Prepare follow up correspondence.
 - Attend University and AS&E events as necessary

- 35% Regular administrative assistance for the Office of Arts, Sciences & Engineering Advancement. Includes:
 - Manage calendar for the Sr. Director and coordinates meetings with others internally and externally.
 - Plan and makes administrative arrangements for meetings, including arranging meeting facilities and equipment.
 - Makes travel arrangements as needed for internal and external staff/faculty/guests and processes expense reimbursements. Prepares itineraries.
 - Prepares correspondence and maintains filing and office records Assists with tracking expenses, ledgers or budget as necessary

- 15% On a weekly basis ensuring accuracy of acknowledgement letters for Athletic Donors. This includes using skills in mail merge, proofreading, utilizing database to fact check and getting appropriate signatures to send letters out in mail in a timely manner.

- 10% Donor and data projects, including:
 - Compile information for a variety of reports from University and alumni and gift records as well as from other sources for specific projects including cultivation and solicitation plans.
 - Assists in the preparation for donor visits and mailings; assists in the preparation of proposals for presentation to donors.
 - Tracks event information and prepares event reports as necessary.

Other duties as assigned

Requirements

Minimum of two years of post-high school education or equivalent combination of experience and training, three years of secretarial and practical office experience, and at least one year of administrative experience. Bachelors and experience working in higher education or a non-profit setting preferred. Must be computer literate and facile with MS Office, especially Excel, PowerPoint, and Publisher. Prior experience in event planning or development is preferred. Some nights and weekends required during events. Access to a car is a must.