

University of Rochester Academic Advancement

Administrative Assistant
to the Executive Director, Simon School Advancement
8:30am – 5:00pm
Pay Grade 51

Position Summary

The Administrative Assistant reports to the Executive Director of Simon School Advancement. This role serves as principal assistant to the Executive Director and to the Simon Advancement team which, in addition to the Executive Director, includes a Director, Assistant Director, Director of Donor Engagement, and a Program Assistant, Alumni Engagement. The Administrative Assistant serves as the data manager for the team and provides general office support for the office as well as coordinating with the Simon School Dean's office on advancement related matters.

The 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 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 rare occasions, evening/weekend work is expected in preparing for special events and staffing special events.

Specific Responsibilities

(20%) The 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. Candidate will maintain data folders for gift asks ensuring current and complete documentation. 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 input of all gift and payment activity, updating OASIS records, and verifying that OASIS data is complete.

(25%) The Administrative Assistant will prepare weekly acknowledgements utilizing reports generated by OASIS and Cognos. Candidate must be versed in gift terminology and able to manipulate data in Excel to fit letter templates.

(30%) The Administrative Assistant will provide general office support to the office including phone coverage, scheduling assistance, meeting preparation, filing, expense/budget management, supply acquisition, and other related duties. The Administrative Assistant will proactively gather, analyze and compile appropriate background material for alumni visits for the Executive Director and Simon School Dean, assist in the production of meeting materials (i.e., agendas, proofreading, printing and binding, etc.), maintain both paper and electronic files. Arranging travel for the Executive Director as well as providing in depth support for travel logistics, prospect and donor meetings and all related follow up is an essential function of the position. Working closely with the Dean's office support staff to maximize the impact of the Dean's resource time spent on advancement matters is a continuous and important function of the position.

(25%) With minimal direction and considerable latitude for independent judgment, serve as principal assistant to the Executive Director of Simon Advancement covering all administrative duties. Among the most important aspects is the management of the Executive Directors calendar, meeting scheduling and preparation, and proactively managing conflicts, priorities and issues related to Simon School and Central Advancement meetings and projects.

Requirements

College graduation or an equivalent combination of experience and training. Three to five years related work experience including at least three 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.