

University of Rochester Medical Center Development
URMC Advancement Academic Programs
Secretary IV

Position Description:

Reporting directly to the Administrative Assistant for Academic Programs; has primary responsibility to provide administrative support to the Academic Programs team. Will also provide direct support for calendaring and day-to-day support of one or two Directors of URMC Advancement Academic Programs. Works with confidential donor, alumni, faculty, staff and friends information.

Advanced computer skills working in all Microsoft Office applications, especially Excel, is required. This position necessitates comfort in working with financial information; requires good judgement; an assertive problem-solver; a team player; strong customer relations skills, and an inquisitive, mature individual with the ability to adjust to changing priorities and challenges in a busy environment.

Specific Responsibilities:

- 30% Works closely with the URMC Advancement Academic Programs Administrative Assistant and support team. Has a clear understanding of the programs, strives to continuously develop best practices to streamline process. Ensures productivity of the department by multi-tasking meeting coordination, travel arrangements, calendaring and providing general office support in a very fast-paced team-oriented office setting. Performing tasks as assigned through the Administrative Support assignment distribution process in conjunction with the admin support staff team.
- 20% Drafts correspondence and prepares acknowledgements for signature by directors, deans and division chairs. Entails running a weekly report, manipulation of data, customization of letters, proofing, editing. Strong attention to detail is necessary
- 20% Works very closely with the Eastman Institute for Oral Health (EIOH) Director to coordinate and execute routine reports, projects and events. Overall EIOH program knowledge and support. Opportunity to use creative problem solving skills to enhance the EIOH program overall.
- 20% Prepares, assists, and coordinates a variety of projects. Researches and compiles information on alumni and donors for publications, reports, and correspondence. Coordinates in-house and outside mailing projects. Triage mail, and prepare responses when possible. Prepares PowerPoint slides for meeting presentations and agendas as needed.
- 5% Must be able to interact with alumni, leadership and staff. Works closely with staff from the schools represented by Academic Programs. Screens incoming telephone calls and coordinates work with fellow staff members.
- 5% Perform various administrative responsibilities as the programs necessitate.

Basic Requirements:

Applicants should have a minimum of two years of post high-school education and at least three years of practical/executive office experience with demonstrated ability to work with limited direction, or an equivalent combination of education and experience.

Advanced computer skills working in Microsoft Office applications is required. Ability to learn various database and internal computer applications required. Training provided. Ability to work in a fast-paced and team environment.

Infrequent overtime is anticipated (evenings/weekends) in preparing for and assisting with special events/reunion activities. Advance notice is given. Typically only during reunion week in October.

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