

## **Administrative Assistant for School of Arts and Sciences and River Campus Libraries Advancement**

### **General Purpose**

With minimum direction and considerable latitude for independent judgment, acts as principal assistant to the School of Arts and Sciences Advancement group, consisting of 2 Sr. Directors of Development, and 1-3 Assistant/Associate Directors. Reporting to the Senior Director of Advancement for the School of Arts and Sciences, the position provides support for meetings, 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 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**

- 25% Manages calendar for the 2 Sr. Directors and 1-3 Assistant/Associate Directors and coordinates meetings with others internally and externally.
- 5% Responsible for the coordination and development of supporting materials for bi-annual meetings associated with the River Campus Libraries National Council. This is including but not limited to preparation of presentations and post meeting follow up to include transcribing and distribution of meeting minutes.
- 20% Makes travel arrangements as needed for internal and external staff/faculty/guests and processes expense reimbursements. Prepares itineraries, processes contact reports and updates for all development related gift officer travel. Assists with tracking expenses, ledgers or budget as necessary
- 10% Prepares correspondence including acknowledgment letters for Dean's signature and maintains filing and office records.
- 20% Compiles 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, acknowledgment reports, prospecting reports and discovery visits.
- 5% Assists in the preparation for donor visits and mailings; assists in the preparation of proposals for presentation to donors. Sends out transaction/giving reports to department chairs on a monthly basis.
- 5% Attends University events as necessary
- 10% Other duties as assigned

### **Requirements**

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. 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 and willingness to travel back and forth to campus frequently is a must.