

**University of Rochester Medical Center**

Administrative Assistant

to the Associate Vice President, URMIC Clinical, Research & Academic Programs

Pay Grade 51

**General Purpose**

Serves as principal assistant to the Associate Vice President. Ability to work in a team setting with all levels of management, staff and administration. Must have the ability to handle high level of confidentiality and professionalism as it pertains to the office of the Associate Vice President. Strong organizational and computer skills. Ability to set priorities and handle multiple tasks.

This role will report directly to the Associate Vice president and supervise one support staff member (Secretary IV).

**Specific Responsibilities**

(25%) With general guidance as to priorities, manages the time and calendar of the Associate Vice President. Manages competing demands on time, refers matters to be handled by others, and manages access to the Associate Vice President.

(20%) Represents the Associate Vice President in contacts with Medical Center leadership, chairs, faculty, trustees, donors, alumni and prospects, and University leadership. Assists the Associate Vice President in managing Major Gift prospects, donor projects, stewardship and activities. Proactively relays and frequently anticipates the Associate Vice President's needs, instructions, preferences, concerns, and recommendations to leadership and staff.

(20%) Anticipates from leadership, staff, and volunteers the need for appropriate background materials for the Associate Vice President for effective decision making and meeting preparation. Proactively prepares and compiles background information needed in preparation for donors visits, meetings, cultivation and solicitations, events and activities. Arranges and/or assists with follow-up meetings, correspondence and activities. Compiles, edits, and proofreads materials for fund raising reports, correspondence, presentations, proposals and publications. Prepares donor contact reports in OASIS system and assists with prospect follow-up, including maintaining the prospect birthday report and assists with processing gift input forms. Serves as "quality control"

for written materials. Edits and publishes meeting minutes as deemed appropriate by the Associate Vice President.

(15%) Plans and makes all administrative arrangements for Assistant VP's meetings and special events, including meeting facilities and equipment, travel, reservations, special event catering needs, AV requirements and conference arrangements. Makes arrangements for visiting dignitaries, major donors, major gift prospects as directed by the Associate Vice President.

(10%) Oversees a member of the support staff (Secretary IV). This includes participation in the hiring, training, supervision and performance management of the individual.

(5%) Reconciles expenses on behalf of the Associate Vice President; processes travel and conference expense reports, request for payments.

(5%) Perform other duties as required by Associate Vice President. This document describes typical duties and responsibilities, and is not intended to limit management from assigning other work as required.

### **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.

04/21/2016