

**Administrative Assistant, Communications, Marketing and Constituent
Engagement/Events
PG 51**

Position Overview

Serves as principal administrative agent to the Associate Vice President (AVP), Communications, Marketing and Constituent Engagement and the reporting teams, providing office supervision and administrative support; managing the general office and relative administrative services of the AVP, acts as liaison between departments, deans, Office of the Senior Vice President and Chief Advancement Officer, and heads of departments in Advancement in managing specialized support functions within Advancement. The Administrative Assistant works with a high level of decision making, communication and follow-up action items on behalf of the AVP and her department heads.

Multi-tasking and organizational skills are critical. The Administrative Assistant performs these duties in a professional and positive manner, and demonstrates integrity, good judgment, and the ability to work well with a variety of people and styles.

Principal Accountabilities

In consultation with the AVP, Communications, Marketing and Constituent Engagement:

Meeting and Calendar Management (25%)

- Participates in meetings within Advancement, to include all levels of colleagues, high level donors, senior leadership within Advancement and the University.
- Manages the arrangements, agenda preparation and other meeting materials to ensure appropriate coverage of topics at hand.
- Manages follow-up action items from meetings involving the AVP to facilitate resolution.
- Manages travel for the AVP, Communications, Marketing and Constituent Engagement.
- Manages the 7-day electronic calendar of the AVP, Communications, Marketing and Constituent Engagement.

- Actively participates in Managers' Team meetings and coordinates all facets related to staff meetings for the AVP, Communications, Marketing and Constituent Engagement.

Budget and Accounting (20%)

- In coordination with Advancement Administration, reconciles expenses and accounting ledgers for department budgets on behalf of the AVP, Communications, Marketing and Constituent Engagement.
- Reconciles expenses and accounting ledgers for all Advancement Events budgets
- Manages Communications and Events departments' financial reports, expenditures; reviews and approves invoices and other personnel actions.
- Manages departments travel expense reports and requests for payments.
- Develops budget and operational planning templates as needed by the AVP, Communications, Marketing and Constituent Engagement.

Material Preparation, Event Registration and Program support (20%)

- Anticipates from leadership, staff and volunteers the need for appropriate background materials for the AVP, Communications, Marketing and Constituent Engagement for effective decision making and meeting preparation for high level, senior leadership meetings; to also include board of trustees and high end donors.
- Facilitates follow-up meetings, correspondence and activities to ensure resolution.
- Compiles, edits, and proofreads materials for correspondence, presentations, proposals, publications and reports.
- Prepares and composes correspondence on behalf of the AVP, Communications, Marketing and Constituent Engagement.
- Manages, composes, edits and publishes meeting agendas and minutes as deemed appropriate by the AVP, Communications, Marketing and Constituent Engagement.
- Assists in writing of operating and procedural manuals, instructions, prepares materials for publication about the department's activities. This will include proofreading, editing and fact checking, when appropriate.

- Serve as the first point of contact for alumni, parents, and friends via phone and e-mail. This would include: managing invite status lists, responding to questions about events, and triaging responses as necessary.
- Participate in Advancement Events weekly meetings to obtain in-depth knowledge of ongoing event activity
- Help manage key event logistics for numerous events, including assembly of mailings, nametag preparation and assembly, packing and shipping of event supplies, and other event-related follow-up.

Communications and Project Management (15%)

- Represents University Advancement and the AVP, Communications, Marketing and Constituent Engagement in contact with University and University Advancement leadership, deans, chairs, faculty, trustees, donors, alumni, prospects, the press, corporate and government officials, volunteers, vendors and consultants.
- Manages special projects, stewardship and donor relations activities as assigned by the AVP, Communications, Marketing and Constituent Engagement and assists University Advancement departments as needed.
- Asset management for the team, developing organizational methods for a variety of files and photography.
- Relaying and frequently anticipating the AVP, Communications, Marketing and Constituent Engagement instructions, preferences, concerns, and obtaining reports or recommendations.

Office Supervision (15%)

- Working closely with Advancement Administration, manages both time keeping and performance evaluation/assessment process on behalf of the AVP, Communications, Marketing and Constituent Engagement to ensure that all deadlines are met.
- Assists on day to day office tasks with all members of the Communications, Events and Stewardship teams, as needed.
- Oversee the organization of the communications publications and storage.
- Equipment Oversight:

- Manages and initiates departmental orders for space, equipment, supplies and services.
- Maintains liaison with respect to maintenance, custodial, purchasing or other central services.

Other Duties as Assigned (5%)

Qualifications

- The incumbent must have a bachelor's degree or an equivalent combination of experience and training. The ideal candidate should have three to five years of related work experience including at least three years in administrative capacity in an academic office or project management or equivalent experience in business.

Skills and Abilities

The Administrative Assistant will bring these core qualities to his/her role:

- Excellent interpersonal and communication skills are essential, as are diplomacy and a team orientation
- Computer skills in the following:
 - Microsoft Office, especially Word, Excel
 - PowerPoint
 - OASIS (with training)
 - InDesign
 - Photoshop
- A proven ability to write and edit clearly, accurately, and concisely
- Demonstrated qualities of creativity, imagination, and initiative
- Demonstrated ability to set priorities in successfully accomplishing projects
- Demonstrated ability to successfully work independently as well as collaboratively with others on a team
- Demonstrated commitment to excellence and outstanding customer service
- A high level of energy and enthusiasm for the mission of Advancement
- Outstanding writing and verbal communications skills
- Solid relationship-building skills and an ability to interface with internal clients at all levels, including Advancement staff, University faculty and administrators, and external vendors and suppliers
- Exceptional project management skills
- A desire to expand management skills and experience
- Problem-solving, research, and analytical skills



- The ability to see and understand the objectives of the Advancement program and all other divisions of the University Advancement Office, and to integrate his or her goals with those objectives
- The ability to initiate, analyze, monitor, evaluate, and advance strategic Advancement plans
- He or she must be willing to improve his/her skills and learn from industry best practices
- Must be willing to travel occasionally to support regional events and activities