

University of Rochester
ADMINISTRATIVE ASSISTANT TO ASSOCIATE VICE PRESIDENT
ADVANCEMENT SERVICES

GENERAL PURPOSE:

Serves as principal administrative support to the Associate Vice President, Advancement Services, manages the general office and relative administrative services of the Associate Vice President, acts as liaison between departments, Office of the Senior Vice President and Chief Advancement Officer, and head of departments in Advancement in managing support functions within the department. High level of decision making, communication and follow-up action items on behalf of the Associate Vice President.

SPECIFIC RESPONSIBILITIES:

Under the general direction and with considerable latitude for exercise of independent judgment and initiative, is accountable for the following responsibilities:

Fiscal Administration (35%):

In coordination with Advancement Administration, manage four departmental budgets, reconcile expenses and accounting ledgers on behalf of the Associate Vice President. Prepares data for financial reports, expenditures; reviews and approves invoices. Works in partnership with Advancement Administration to find funding for unexpected/unbudgeted projects or temporary staff hires that need to be completed or hired to support/meet Advancement business needs and expectations. Processes travel expense reports and requests for payment.

Manage license inventory for University Advancement Services and track/renew licenses and domain names in a timely manner.

Working closely with Administration, manages contract process and renewals to ensure that all University Corporate Purchasing vendor documentation and funding requirements are met and to ensure that all renewals and invoicing/payment are timely.

Coordinates and manages timeliness of operational planning and budgeting processes for University Advancement Services. Develops budget and operational planning templates as needed by Associate Vice President.

General Administration (35%):

15% In coordination with Advancement Administration, assists in and creates correspondence and other inquires involving the interpretation of University, as well as departmental policy, regulations and procedures. In coordination with Advancement Administration, compiles and analyzes statistics, prepares analytical and evaluative reports,

and assists in writing of operating and procedural manuals, instructions, prepares materials for publication about the department activities. Manages, coordinates, edits and distributes the monthly University Advancement Services newsletter.

15% Coordinates and anticipates meetings with Advancement. Coordinates the arrangements and agenda preparation and other meeting materials. Involved with follow-up action items from Associate Vice President's meetings. Manages travel for Associate Vice President. Manages a 7-day calendar of Associate Vice President, choosing or recommending among competing demands on time, referring matters to be handled by others, controlling access to Associate Vice President. Creates itineraries, plans and makes arrangements for meetings and other special events on campus to include all audience levels from colleagues to senior leadership. Provides additional calendar support to the Sr. Directors of Internet Projects and Information Services. Actively participates in Managers' Team meetings and coordinates all facets related to Advancement Services Quarterly staff meetings including soliciting non-University Advancement Services speakers.

5% In coordination with Advancement Administration, determines equipment needs and makes allocations within the department. Initiates orders for space, equipment, supplies and services. Recommends the purchase or repair of major equipment. Responsible for operation of stockrooms. Maintains liaison with respect to maintenance, custodial, purchasing or other central services. Coordinates with University Advancement IT to streamline systems such as building and self-managing lists for staff and developing secure, limited access drive and folders as needed for operational purposes.

Operational Administration (20%):

10% Represents Advancement Services and the Associate Vice President in contacts with University and University Advancement leadership, deans, faculty, trustees, donors, alumni, prospects, vendors and consultants. Assists the Associate Vice President with special projects and activities as assigned and assists University Advancement Service departments as needed. Serve on Administrative Support Staff Steering. Proactively communicates instructions and interprets administrative matters to students, clients, faculty, staff, consultants, vendors, and the general public. Relating and (frequently anticipating) the Associate Vice President's instructions, preferences, concerns, and obtaining reports and recommendations. Assures that University officials and others concerned are informed of decisions. High level of decision making and communication on behalf of the Associate Vice President.

10% Anticipates from leadership and staff 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 for meetings. Arranges follow-up meetings, correspondence and activities. Compiles, edits and proofreads materials for correspondence, presentations, proposals and publications. Prepares and composes correspondence for the Associate Vice President. Develops and publish meeting agendas and minutes as deemed appropriate by the Associate Vice President.

Other Duties as Assigned (10%)

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.

Note: This document describes typical duties and responsibilities, and is not intended to limit management from assigning other work as required.