Administrative Assistant for the Parents Program

General Purpose
With minimum direction and considerable latitude for independent judgment, acts as principal assistant to Parents Program group, consisting of a Director of Development, and 1-3 Assistant Directors. Provides support for events, 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 and works closely with parents, 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
5% Manages calendar for the Director and coordinates meetings with others internally and externally.

20% Assists with planning and executing Parents Program events, including assistance in preparing invitations and other materials, generation of mailing lists, coordination of mailings and logistical activities for events. Prepare follow up correspondence and manage high-level Parents Council and Parents Leadership Cabinet communications, including management of the Parents Program inbox and phone, responding to donor needs and questions. Works with Presidential Advancement staff to coordinate meetings and events with University leadership.

5% Plans and makes administrative arrangements for meetings, including arranging meeting facilities and equipment.

5% Makes travel arrangements as needed for internal and external staff/faculty/guests and processes expense reimbursements. Prepares itineraries.

15% Prepares correspondence, which includes delivering important documents to campus for signatures and maintains filing and office records.

15% 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. This includes data management, Parents Council/Parents Leadership Cabinet membership tracking, report pulling and data segmentation and sorting.

5% Assists in the preparation for donor visits and mailings; assists in the preparation of proposals for presentation to donors.

5% Attends Parents Program events.

10% Assists with tracking expenses, ledgers or budget as necessary. Makes updates to the Parents Program website as needed.

5% Tracks event information and prepares event reports as necessary.

5% 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 is a must.