Program Assistant, ARCE

Job ID 238962
Location Central Administration, Ofc Sr Vice Pres Advancement
Full/Part Time Full-Time
Regular/Temporary Regular
Full Time 40 hours
Grade 051
Schedule 8 AM-4:30 PM; SOME WKNDS/HOLS

Overview:

Directly supports the Volunteer Engagement and Programs team and Affinity Network and the Equity, Diversity, and Inclusion team. This position will perform a variety of duties including project management, and staff support that require extensive word processing, spreadsheet, and database knowledge. This position will support multiple staff in a variety of projects, events, and administrative work. This role involves interaction with alumni, Advancement staff, and other constituents. The ideal candidate will have a background in customer service and/or administrative support and will have the ability to balance multiple projects and demands at once.

Responsibilities:

Volunteer Management Support:

Manage volunteer meetings including material preparation, follow up, and meeting support (e.g. catering, technology support) as needed for the Alumni Board, Diversity Advisory Council, all identity-based affinity networks; Correspond directly with volunteers to support specific programs and projects.

Event Project Management Support:

Provide support to staff with events, which may include but is not limited to creation of registration sites, spreadsheets, maintenance of registration lists, correspondence with event participants, gathering and packing/shipping materials, creating and distributing checklist for event staff, generation of attendee lists and nametags, offering day-of support and post-event support as needed; Work in collaboration with team on the REAL Conversation series, partnering in content development and event management as needed; Support the biannual VIP Leadership Conference through event and program coordination leading up to the weekend and onsite throughout the weekend; Support large alumni weekend; which requires some evening and weekend work.

Communications:

Write and review content for marketing materials including invitations, social media posts, power point presentations and websites; draft emails and invitation letters.
Office & Data Management:

Data entry and maintenance of events, volunteer, and other engagement information in the Advancement database; Updating various volunteer, attendance, and event related spreadsheets; Running and creating various reports from database including but not limited to, preexisting and new reports for mailings/emails, event, and volunteer activity; Updating biographic information for constituents in database; Working with various constituents on specific projects that require customer service, tracking, and coordination; Managing internal mailings, fielding telephone calls, and filing; Coordinating schedules and activities for Affinity Networks and Equity, Diversity & Inclusion and Volunteer Engagement and Programs Teams.

Support Director of Affinity Networks and Equity, Diversity, and Inclusion Programs and Executive Director of Volunteer Networks and Programs:
Prepare general written correspondence; Database entry (contact reports, event analysis - pulling and analyzing reports); Write/edit high-level emails and letters to volunteers; Process Expenses.
Other duties as assigned

Qualifications:

Required:

Two years of post-high school secretarial studies or the equivalent. Associate’s degree preferred.

Two to three years of secretarial or office experience. Higher-education experience preferred.

Equivalent combination of education and experience.

Preferred:

- Excellent organization and project management skills, with an ability to manage and prioritize multiple projects with keen attention to detail.
- Experience with computer technologies and sophisticated software applications; including pulling analyzing and preparing datasets.
- Outstanding communication skills, including direct interpersonal skills and strong writing ability.
- Ability to analyze, condense and synthesize information and ability to provide accurate analysis and summaries.
- Ability to work as a member of a team to accomplish objectives.

- A personal belief in mission, goals and objectives of private higher education and a desire to change the world.

The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University’s mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other
status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.

How To Apply

Qualified Candidates are encouraged to apply online at https://www.rochester.edu/human-resources/careers/
Reference Job ID 238962

Resumes & Cover Letters be sent to ghislineradegonde-eison@rochester.edu

EOE Minorities/Females/Protected Veterans/Disabled