

Job Opening Report

Job Opening Summary

Job Opening ID 247267
Job Posting Title Program Assistant
Job Code 1200(Development Pgm Asst)
Position Number 20099101(Development Pgm Asst)
Status 010 Open
Business Unit UROCH(University of Rochester)
Department 100006(Ofc Sr Vice Pres Advancement)
Job Family AMP(Admin/Managerial Professional)

Job Information

Created By 271383(Marjorie Pasternak)
Created 08/02/2023
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Establishment ID
Business Unit UROCH(University of Rochester)
Company UR(University of Rochester)
Department 100006(Ofc Sr Vice Pres Advancement)
Status Code 010 (010 Open)
Status Reason Replacement Position
Status Date 08/04/2023
Desired Start Date
Encumb Date
Projected Fill Date
Date Authorized 08/04/2023
Referral Program ID
Recruitment Type
Area of Consideration
Recruitment Contact

Locations			
Location Code	Location	Target Openings	Primary
UA021	Central Admin-Advancement	0	Yes

Positions		
Position Number	Description	Primary
20099101	Development Pgm Asst	Yes

Job Codes		
Job Code	Description	Primary
1200	Development Pgm Asst	Yes

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	External Posting	08/02/2023	
Internet	Internal Posting	08/02/2023	
Apply Online	External Posting	08/02/2023	
Apply Online	Internal Posting	08/02/2023	

Job Posting Descriptions	
<div> <div>Visible</div> <div>Description Type</div> </div> Internal and External Opening	
<div> <div>Description</div> </div> Full Time 40 hours Grade 051 Ofc Sr Vice Pres Advancement	
<div> <div>Visible</div> <div>Description Type</div> </div> Internal and External Schedule	
<div> <div>Description</div> </div> 8 AM-5 PM; SOME WKNDS/HOLS	
<div> <div>Visible</div> <div>Description Type</div> </div> Internal and External Responsibilities	

General Purpose

The Program Assistant, with minimal direction and with latitude for independent judgment, implements a robust Simon Advancement event calendar and alumni engagement plan, in accordance with the Senior Director. This position is responsible for a wide range of departmental duties, primarily executing events and meetings for alumni, top level donors and prospects both locally, domestically and internationally. This role will continually benchmark Simon Advancement stewardship and event protocols, using benchmark analysis to recommend new strategies to ensure high quality output. This position involves considerable interaction with alumni, advancement staff, Simon School dean's office, faculty members, vendors, and other constituents. A Large portion of this role will consist of data management and analysis, as it relates to events and general stewardship and fundraising for the Simon Advancement program.

Specific Responsibilities

Description

Utilization of OASIS for Event Management

Will be responsible for the proper event planning and tracking of events in OASIS to include:

- In coordination with data teams, data mine and pull strategic lists of constituencies to be engaged for targeted events and programs.
- Insure proper coding of allocations, accounts, premium coding, projects coding, and appeal codes for each event.
- Process gifts and other event revenue for Simon events.
- Enter the proper event coding for all invited guests and those in attendance for events. Guarantee the accuracy of event revenue and data to ensure compliance through proper coding and result in an accurate index to facilitate prospect and volunteer management and strategic approaches to events.
- Will assist in the management of volunteers as well as interface with Administrative support staff to execute clerical duties as they relate to programs and events.

Event Planning

Events Work closely with Senior Director to execute high impact events for Simon's alumni, donors, students, and friends. Ensure that each event is successful through

- Invitation list generation
- Invitation mailing – electronic registration
- Back-end of events in OASIS and Intranet
- Name tags
- Registration and RSVP's, confirmation and pre-event follow up

Event Management and Execution

Events Work closely with Senior Director to execute high impact events for Simon's alumni, donors, students, and friends. Ensure that each event is successful through

- Event follow up
- Day-of event responsibilities including check-in and name tags and event packing
- Post event reporting and summaries
- finance and attendance reports and financial reconciliation
- gift processing, event acknowledgements and follow-up

Communication

- Develop and execute monthly issues of the *Simon Assets* e-newsletter. Facilitate all email Messages from the Dean as well as periodic School updates.

Other duties as assigned

Qualifications

- 1-2 years of work experience; or an equivalent combination of education and experience required

- Exceptional attention to detail and ability to plan, prioritize, and track details of multi-stage projects and multiple tasks
- Demonstrated ability to work with minimal supervision but as a member of a team to accomplish objectives
- Strong customer service experience
- Effective interpersonal communication skills
- Capability with Microsoft Office suites of programs, relational customer databases, and basic office equipment.
- Occasional travel outside of the Rochester area; evening and weekend work
- Ability to climb stairs and lift boxes and other supplies. Access to car and ability to do errands on campus and within the local area as needed
- A personal belief in mission, goals and objectives of private higher education

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.

Visible Internal and External
Description Type How To Apply

All applicants must apply online.

Description

EOE Minorities/Females/Protected Veterans/Disabled