



Job Title: Administrative Assistant to the VP of Institutional Advancement **Grade:** K
Department: Institutional Advancement **FLSA:** Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of standard to moderately complex tasks which may include greeting and receiving visitors and calls, typing, filing, entering information into the fundraising database. The position is also responsible for maintaining communications with the Foundation’s Board of Directors and for scheduling board meetings. Additionally, the position supervises a part-time administrative assistant who performs tasks related to the department’s operations

Characteristics Duties and Responsibilities:

1. Answers phone and screens visitors; provides detailed information regarding services and explains procedures; may provide advice; refers call to appropriate person if more information is needed; takes messages; responds to the more difficult inquiries and requests; serves as informational resource to staff.
2. Enters donor gifts into Raisers Edge (the Foundation’s fundraising database) and updates donor records within the system.
3. Assists department managers with the hiring process.
4. Serves as liaison between the Vice President and Foundation’s Board of Directors (schedules board meetings, distributes board communications, responds to board member inquiries).
5. Assists with special events (mails invitations, tracks attendance responses, work on the actual events).
6. May create and update unit’s files; may purge inactive files; may maintain unit’s computerized databases.
7. May assist in budget process by maintaining spreadsheets, monitoring budget, and compiling information for budget requests.
8. May monitor inventory and supplies; may prepare requisitions; may order supplies.
9. May draft a variety of correspondence and memos for supervisor’s approval; may type and proofread manuals, books, and other material; may create forms for Department use.
10. Responds to complex inquiries and requests; serves as informational resource to staff.
11. May create contracts and rate schedules for instructors; may coordinate payments; may research and resolve discrepancies.
12. May receive data and check for accuracy; may enter into computer system; may create, update, and maintain files and databases.
13. May perform a variety of administrative tasks including scheduling and maintaining calendar, making travel arrangements, scheduling and coordinating meetings, and processing time sheets and attendance reports.
14. May provide clerical support for committees, special projects, and task forces.
15. Oversees the administration of the unit vice president’s office.
16. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Vice President of Institutional Advancement
Direction Given: Responsible for directing and monitoring the work of student and/or temporary workers

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and five years of administrative support or office experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge of standard office procedures and equipment
- Knowledge of computer and office applications
- Writing and proofreading skills
- Strong customer service/communication skills

Working Conditions:

Typical Office Environment