

## **Administrative Assistant**

College of Saint Mary seeks qualified applicants for the position of Administrative Assistant to Vice President of Institutional Advancement. The Administrative Assistant to Vice President of Institutional Advancement will manage the administrative areas of the Advancement office. This position supervises student workers within the office.

### **Primary Job Responsibilities:**

- Support the Vice President with meeting schedules, messages and other tasks that help the VP be effective in his/her role.
- Manages departmental financial recordkeeping and reports related to department expenses, P.O review and submission, budgets and timecards.
- Generate fundraising reports used to plan, monitor and summarize fundraising activities. Analyze the report data to assure report is providing complete and accurate data for requesters to achieve their intended goals.
- Processes gifts, generates letters of acknowledgement and reports updates daily.
- Supervises work study students and other operational personnel as needed. These individuals are completing work assignments either determined by the assistant to the VP or as requested by department staff.
- Maintains proficiency as a PowerCampus (campus database) super user; becomes or is a master of PowerCampus applications; determine protocol for utilization by other users in the department and provide appropriate training so as many users can be self-sufficient with entering and retrieving the data they need.
- Provides oversight of office supply inventory and procurement (actual duties performed by work study student or other staff member).
- Maintains annual department master calendar for fundraising activities.
- Maintains updated documentation of procedures used in the position.
- Participates in special projects and campus committees as assigned.

### **Qualifications:**

- Bachelor's Degree is required.
- At least three years of experience in secretarial or administrative assistant work
- Ability to identify with, share in and have a commitment to the mission, philosophy and goals to College of Saint Mary.
- Well-organized, with exceptional attention to detail, follow-through and ability to manage multiple projects to meet timelines.
- Understands the departmental mission and existing processes, and provides alternative, more efficient solutions as warranted.
- Critical thinking, use of judgment and the ability to solve problems efficiently.
- Extensive working knowledge of Access and Excel is required with strong understanding of database systems.

- Excellent human relations and effective communication skills.
- Professional demeanor and appearance; realization of representing the University at all times.
- Ability to act independently to carry out the duties and responsibilities of the position without specific supervision, on a regular and continuous basis.
- Exceptional proficiency in time management, organization, prioritization of duties and multi-tasking.
- Proficiency in use of all office machines, general office practices, procedures and techniques.
- Knowledge of English grammar, punctuation, and correspondence forms.
- Knowledge and understanding of data gathering and organizing.
- Knowledge of records maintenance. Requires knowledge of procedures for filing, retrieval, retention, storage, compilation, coding, updating and destruction of records.
- Knowledge of CSM policies and procedures, standards and objectives.

### **Salary and Benefits:**

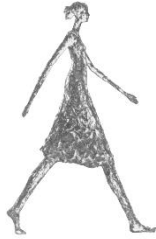
The salary range is \$ 39,000 - \$43,500 year with a comprehensive benefits package available.

### **Application:**

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=12688391>

*College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*



# COLLEGE OF SAINT MARY

## JOB DESCRIPTION

Position Title: **Assistant to Vice President of Institutional Advancement**

**General Statement of Duties:** Manages the administrative areas of the Advancement office. Responsibilities include gift process/acknowledgement oversight, data and prospect management, budget administration, fundraising reporting, administrative support to the VP and other core functions of the department. Responsible for maximum database functionality through critical analysis of existing systems; and creation, implementation and training of new/revised procedures and reports.

**Supervision Received:** Vice President, Institutional Advancement

**Supervision Exercised:** Supervises work study students and other operational personnel as needed.

### **Primary Job Responsibilities:**

Support the Vice President with meeting schedules, messages and other tasks that help the VP be effective in his/her role.

Manages departmental financial recordkeeping and reports related to department expenses, P.O review and submission, budgets and timecards.

Generate fundraising reports used to plan, monitor and summarize fundraising activities. Analyze the report data to assure report is providing complete and accurate data for requesters to achieve their intended goals.

Processes gifts, generates letters of acknowledgement and reports updates daily.

Participates in special projects and campus committees as assigned.

Supervises work study students and other operational personnel as needed. These individuals are completing work assignments either determined by the assistant to the VP or as requested by department staff.

Administers 6 month computer proficiency test of new department staff.

Ensures cross-training opportunities are provided as needed for operational staff team.

Maintains proficiency as a PowerCampus (campus database) super user; is a master of PowerCampus applications; determine protocol for utilization by other users in the department and provide appropriate training so as many users can be self-sufficient with entering and retrieving the data they need.

Provides oversight of office supply inventory and procurement (actual duties performed by work study student or other staff member).

Maintains annual department master calendar for fundraising activities.

Maintains updated documentation of procedures used in the position.

Provides back up and extra help as needed to assistant event coordinator and other department personnel.

**Initiative, Judgment, and Job Complexity:**

This role demands initiative in problem solving, critical thinking and leading a team of professionals in meeting tight timelines with accuracy.

**Financial Responsibility/Consequence of Actions:**

Responsible for office budget and for major amounts of cash.

**Contacts:**

Exercise of human relations' skills is critical to the success of this position. Position is key to maintaining important University relations with alumnae and donors and College of Saint Mary staff.

**Occupational Group:**

Administrative/clerical

**FLSA:**

Exempt

**Qualifications for Appointment**

Well-organized, with exceptional attention to detail, follow-through and ability to manage multi-projects to meet timelines.

Understands the departmental mission and existing processes, and provides alternative, more efficient solutions as warranted.

Critical thinking, use of judgment and the ability to solve problems efficiently.

Extensive working knowledge of Access and Excel is required with strong understanding of database systems.

Excellent human relations and effective communication skills.

Ability to identify with, share in and have a commitment to the mission, philosophy and goals to College of Saint Mary.

Professional demeanor and appearance; realization of representing the University at all times.

Ability to act independently to carry out the duties and responsibilities of the position without specific supervision, on a regular and continuous basis.

Exceptional proficiency in time management, organization, prioritization of duties and multi-tasking.

Proficiency in use of all office machines, general office practices, procedures and techniques.

Knowledge of English grammar, punctuation, and correspondence forms.

Knowledge and understanding of data gathering and organizing.

Knowledge of records maintenance. Requires knowledge of procedures for filing, retrieval, retention, storage, compilation, coding, updating and destruction of records.

Knowledge of CSM policies and procedures, standards and objectives.

### **Physical Requirements and Working Conditions:**

Working Conditions: Inside work environment; non-hazardous work (Infrequent exposure to extremes in noise, temperatures, distractions, etc. Little or no exposure to hazards. Generally good working conditions with infrequent exceptions.

Physical Requirements: Normally seated, standing, or walking at will.

### **Education**

Bachelor's Degree/Master's Preferred.

### **Experience**

At least three years development or related experienced required; 5 years preferred.