Assistant to the President & Advancement Associate

Alderson Broaddus University is seeking applications for a full time combined position of Assistant to the President and Advancement Associate. The position will integrate two areas of responsibility under the direct supervision of the Executive Assistant to the President and the Coordinator for Donor Relations. The position will include full time benefits.

Overview for the Assistant to the President
The successful candidate’s primary role will be providing general office support and assistance to the President’s office as well as contributing to the professional atmosphere and mission of the University.

Essential Duties and Responsibilities for the Assistant to the President
- Specific duties will include written and telecommunications
- Scheduling meetings and appointments
- Coordinating business travel
- Maintaining records and updating files
- Assisting in the planning and execution of campus events
- Providing support and assistance with Board relations
- Completing a variety of other office-related tasks as assigned

Overview for the Advancement Associate
The Department of Institutional Advancement has an array of responsibilities designed to support the Alumni Relations and Fundraising operations of Alderson Broaddus University.

Essential Duties and Responsibilities for the Advancement Associate
- Responsible for maintenance of database records as assigned by the Coordinator. This may include address changes, attribute coding, and general data entry as assigned.
- Provide back up to staff responsible for gift receipting using Raiser’s Edge.
- Assist the alumni office in the execution of events including organizing activities as assigned by the Director of Alumni Relations.
- Miscellaneous office responsibilities including phone management, reception, and general secretarial.
- Perform research on prospective donors as assigned.

Qualifications
Essential skills and knowledge required for the position will be strong oral and written communication skills, experience in general office procedures, the ability to maintain confidentiality of information, prioritize assignments and time-sensitive projects, organize efficiently and perform highly detailed work on a consistent and accurate basis, work independently with minimal supervision as well as in a collaborative setting through teamwork.

Applicant must have proficiency in typing, knowledge and experience with Microsoft Office, Google Mail and Scheduler. Applicant must be highly motivated, have flexible hours, possess a confident and cheerful attitude, and have a willingness to excel in a highly professional and public relations environment.

Education & Experience
Education level preferred: Associate’s degree
Related work experience: Minimum two years

Contact
Interested applicants should submit a cover letter and resume with three professional references to hr@ab.edu (preferred method).

Or, mail to:
Human Resources Department
Alderson Broaddus University
101 College Hill Dr. Box 2004
Philippi, WV 26416