Job Description

Administrative Assistant for Advancement

Overview

This position in the Department of Institutional Advancement has an array of responsibilities designed to support the Vice President and the department’s operations. Answering to the Vice President of Institutional Advancement this person must exhibit great flexibility with exceptional people skills in order to perform widely varying tasks on a day to day basis.

Essential Duties and Responsibilities

1) Provide administrative support to the Vice President including but not limited to managing his/her calendar, arranging appointments and travel, executing correspondence, reconciles his/her travel expense reporting and other tasks as assigned.
2) Tracks activity in Campaign by maintaining spreadsheet.
3) Responsible for department’s purchase orders, work orders, and expense tracking.
4) Manages work study students.
5) Assist the alumni office in the execution of events.
6) Performs administrative duties in support of the entire department and its staff.
7) Miscellaneous office responsibilities including phone management, reception, and general secretarial.

Position Requirements

1) Outstanding attitude toward customer service whether the customer is external (alumni and donors) or internal.
2) Ability to perform highly detailed work on a consistent and accurate basis.
3) Must be a licensed driver and able to lift 50 pound objects.
4) Must be well organized, demonstrate the ability to effectively multi-task, and able to communicate effectively with the entire department.
5) Must be a high school graduate and have at least two years work experience in an office environment.
6) Able to accurately operate or quickly learn the Microsoft Office Suite of products plus Google Mail and Scheduler.

Preferred Qualifications

1) Experience with data base software (Raiser’s Edge or similar)
2) High School diploma or better.
3) Knowledge of and comfort with the mission of Alderson Broaddus University.