

Office of Institutional Advancement **Advancement Associate**

Position Overview: Reporting to the Vice President of Institutional Advancement, this position provides administrative support to the Advancement office. Also provides support to events and activities carried out by the Advancement and Alumni Offices.

Essential Responsibilities and Duties:

- Assist Vice President of Institutional Advancement with carrying out day-to-day activities of the advancement office.
- Assist Alumni Office with the execution of events.
- Answer the phone and greet office visitors.
- Be involved in scheduling, calendar management, meeting planning, and schedule coordinating with the entire Advancement staff.
- Schedule appointments with constituents and write reports as needed.
- Complete work orders and purchase orders for the department.
- Track office expenses.
- Manage office donor file system.
- Manage Work Study students.
- Update records as needed in database software.
- Maintain office supplies and organization.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Must exhibit flexibility and exceptional people skills.
- Must have the ability to provide excellent customer service.
- Must work well and be able to effectively communicate with all levels of University employees as well as with constituents.
- Must be well organized and able to multi-task while completing detailed work
- Must possess proficient typing skills.
- Must be proficient in Microsoft Office: Especially Microsoft Word and Excel.
- Must be willing to learn new software and receive training as needed to carry out assigned duties and responsibilities.
- Must have the ability to represent the department and University in a professional manner.
- Must have knowledge of and be comfortable with the mission of Alderson Broaddus University.
- Must have a valid driver's license and be able to lift 50 lbs.

- Must be a high school graduate with general knowledge of office procedures and practices.

Preferred Qualifications:

- Experience with database software. (Raiser's Edge or equivalent)
- Associate degree or higher in related field or 3 years of office work experience.

Application Process:

To apply please submit a letter of interest, resume, and three professional references, in **one PDF packet** to **hr@ab.edu**. Review of applications will begin immediately and will continue until the position is filled.

Alderson Broaddus University is a health-related and professional educational institution firmly rooted in the liberal arts. Alderson Broaddus University is located in Philippi, WV, and is affiliated with the American Baptist Churches, USA. Alderson Broaddus University is an equal opportunity employer and encourages applications from minority candidates.