



POSITION ANNOUNCEMENT

1530 Harden Street • Columbia, SC 29204 • (803) 376-5700 • www.allenuniversity.edu

Administrative Assistant Division of Institutional Advancement

December 15, 2009 -- Position Open Until Filled

The Administrative Assistant for the Division of Institutional Advancement will provide strong day-to-day administrative and clerical support for the Division of Institutional Advancement, specifically for support of the Vice President for Institutional Advancement. The individual will operate in a fast-paced environment with changing priorities, liaising with individuals at all levels of philanthropic, corporate, academic, nonprofit, and government sectors. The incumbent serves as a crucial interface between the Vice President and internal, as well as external, constituents, consistently building and maintaining highly effective working relationships.

Essential Duties

- Perform targeted development and public relation assignments
- Attend and support major events and University committees as assigned
- Provide management for a portfolio of programs, events and communications related to fund-development
- Respond to development or public relations inquiries
- Arrange, resolve basic issues, and coordinate logistics for development events, projects, and meetings to include location, catering, agenda, materials/equipment setup, and invitations.
- Schedule appointments and events calendar
- Develop and maintain a filing system in a readily retrievable format, ensuring that all reports, correspondence, and proposals related to development/fundraising are filed properly, and appropriate follow-ups scheduled and managed;
- Assist with maintaining foundation relationships; conduct research via online sources as requested, or proactively as appropriate
- Schedule, coordinate and confirm meetings and ensure appointments and meetings are updated and relevant materials prepared, reviewed and distributed in a timely manner;
- Review and respond to correspondence on behalf of the Vice President
- Draft correspondence for the Vice President as needed
- Handle internal/external communications via regular and electronic mail;
- Courteously monitor calls, field questions, and/or forward them to the appropriate contact
- Serve as the first point of contact for anyone who contacts the Vice President's office in person or over the phone. Greet visitors, take messages, respond to inquiries, and, if necessary, refer individuals to the appropriate campus office.
- Plan, coordinate and arrange all travel for the Vice President for all college advancement-related travel.
- Accomplish a variety of administrative and secretarial tasks requiring a high degree of independent judgment, tact and discretion and interaction at all levels of the institution (Board of Trustees, faculty, staff, students, donors, alumni, etc.). Tasks include but are not limited to producing requests for checks, cash deposits, producing travel reports, photocopying, filing, responding to letters, producing correspondence.
- Maintain security of office and records confidentiality.
- Serve as primary supervisor of student workers.
- Keep detailed records of office transactions, correspondence and conversations – in electronic and/or mailing filing systems.
- Maintain various binders of information such as transmittal deposits, mailing – express reporting and cash position statements.
- Organize and maintain files and office area.
- Perform other related duties incidental to the work described herein.

Successful candidates will be able to:

Work independently

- Plan and organize tasks efficiently
- Be detail-oriented, creative, and a problem solver.
- Possess excellent professional verbal and writing skills
- Exude professionalism at all times.
- Collaborate within the University and with its constituents
- Provide active and independent administrative support for the offices within the Division
- Possess exceptional customer service skills
- Interpersonal skills that promote team interaction
- Manage complex internal/external calendaring;
- Handle multiple responsibilities concurrently, in a fast paced environment, is required
- Use discretion and judgment to deal with sensitive and confidential matters

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Allen University is an Equal Opportunity Employer. We recruit and hire employees for all positions without regard to race, color, religion, creed, gender, national origin, age, marital status, disability, or any other legally protected status.

Administrative Assistant, Division of Institutional Advancement

- Strategically plan and independently prioritize assignments and organize a diverse workload, and apply a high degree of individual initiative and problem-solving skills in order to meet deadlines with minimal or no direction
- Work with senior executives, prominent individuals and Board members
- Work evenings and/or weekends, as needed
- Respond flexibly and positively in all circumstances, to cope with ambiguity, to work effectively under pressure, and to manage regularly shifting priorities in a fast-paced environment with frequent interruptions and deadlines
- Possess extensive business writing skills; correct application of grammar, composition, spelling and punctuation; ability to draft and edit documents; excellent proofreading skills
- Maintain and control confidentiality of all records, files, and information using discretion in matters of a sensitive nature.
- Within general guidelines and without regular supervision, produce a wide variety of finished documents that have been reviewed for accuracy from various sources, including from the web, own research, etc.
- Prepare agendas and support material for conferences, committees, and meetings. Organize and coordinate special projects and meetings with various committees/groups.
- Anticipate and prepare meeting materials for the Vice President.
- Compose original correspondence that does not require the personal attention of the Vice President.
- Attend meetings, and take and distribute minutes. Following general guidelines, prepare special reports, summaries or replies.
- In Vice President's absence, ensure that requests for action or information are relayed to the appropriate staff member(s); as needed interpret requests and help implement action; ensure information is furnished in a timely manner; decide if a matter is of an important or urgent nature requiring notification of the Vice President.
- Develop and implement office process improvements and best practices.
- Collect, sort and open the office's mail. Use considerable judgment in routing and prioritizing mail that requires immediate attention of the Vice President or others.
- Control workflow; occasionally assign tasks to Division staff members
- Support the mission and core values of Allen University

Work Schedule

This is a full-time position working Monday through Friday, 8:00 am to 5:00 pm, with occasional evening and weekend hours as deemed necessary.

Qualifications

This position requires a bachelor's degree in a related field and three-years of related experience or an equivalent combination of education and/or experience that demonstrates general knowledge, skill, and understanding of customer service, fund development, public relations, database management event execution, office administration and organization, and/or report writing. Knowledge of fund development at educational institutions or non-profit organizations and familiarity with development-specific data-mining applications are preferred. Advanced knowledge of Microsoft Office (Excel, Word, PowerPoint, Access, and Outlook) including the use of mail merge and forms a must. Experience using Blackbaud's Raiser's Edge a plus.

Compensation –Competitive, Commensurate with qualifications and experience

Application Procedure

A complete application package is required for any position for which you apply. The application should include the following items:

- **Cover Letter** – a letter of application addressing your interest and ability to enhance Allen University's advancement capacity in a highly diverse environment
- A **Curriculum Vitae or Resume** detailing education, experience, and professional activities
- A completed **Allen University Employment Application**
- A list of **three (3) professional references** including email addresses and telephone numbers

All materials should be sent to the following address: Allen University, Office of Human Resources, 1530 Harden Street, Columbia, SC 29204. Application materials may also be submitted electronically to mwilliams@allenuiversity.edu.

Review of applications will begin immediately and continue until the position is filled. Employment with Allen University is contingent upon a background check and proper documentation of identity and employability. All new employees are required to provide official transcripts within thirty (30) days of employment.