

Executive Assistant to the Vice President for Institutional Advancement

Urgently hiring

Job details

Salary

\$30,000 - \$35,000 a year

Job Type

Full-time

Benefits

Pulled from the full job description

- Pay:
- \$30,000.00 - \$35,000.00 per year
- Benefits:
- 401(k)
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Qualifications

- Experience:
 - relevant, 5 years (Required)
- Education:
 - Bachelor's (Required)
- Location:
 - Columbia, SC 29204 (Preferred)
- Work authorization:
 - United States (Required)
- Required travel:
 - 25% (Preferred)

Full Job Description

PRIMARY FUNCTION:

Under the direction of the Vice President, the Executive Administrative Assistant will be expected to complete a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills, and attention to detail.

ESSENTIAL FUNCTIONS:

- Provide administrative support for VP including managing calendars, scheduling internal and external meetings/appointments, meeting preparation, travel arrangements, etc.
- Manage campaign budget; handles expenses and reimbursements.
- Assist VP with all activities related to the Institutional Advancement Campaigns.
- Handle internal and external telephone and email inquiries with key stakeholders, including all donors, faculty, staff, candidates, etc.
- Provide support and other general office duties to other IA staff as needed.

- Anticipate needs, assist with workflow management and generally operate in a proactive manner to provide high-level administrative support.
- Interacts with co-workers, visitors, and other staff consistent with the values of Allen University.

OTHER FUNCTIONS AND COMPETENCIES:

- Ability to develop trust and collaborative working relationships with IA staff and colleagues.
- Experience with database software systems and Microsoft Office. Excellent oral, written, and communication skills. Strong interpersonal skills and the ability to work well with both internal and external constituencies.
- Maintains confidentiality of information regarding donors and Alumni.
- Interacts with students, external customers, donors, IA staff in a friendly, helpful, and professional manner.
- Other duties as assigned.

EDUCATIONAL/TRAINING REQUIREMENTS:

Bachelor's Degree Required

EXPERIENCE REQUIREMENTS:

Five years' progressively responsible executive administrative support experience to include organization and project management skills; Proficient with Microsoft Office including Excel and PowerPoint

Job Type: Full-time

Pay: \$30,000.00 - \$35,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Schedule:

- Monday to Friday
- Weekends

Experience:

- relevant: 5 years (Required)

Education:

- Bachelor's (Required)

Location:

- Columbia, SC 29204 (Preferred)

Work authorization:

- United States (Required)

Required travel:

- 25% (Preferred)

Work Location:

- One location

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Outcome-oriented -- results-focused with strong performance culture
- Stable -- traditional, stable, strong processes
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative
- Innovative -- innovative and risk-taking
- Aggressive -- competitive and growth-oriented

Company's website:

- www.allenuniversity.edu

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- No