

POSITION POSTING

POSITION: Administrative Assistant, Leadership Gifts, Office of Development
REPORTS TO: Assistant Vice President for Development
DATE POSTED: May 16, 2018
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2018453

Summary/Objective: This posting is for a full-time, 12-month, 40 hours per week, non-exempt position. This position provides direct clerical and administrative support to the leadership gifts officers in the Office of Development. It also serves as the receptionist for the Advancement Office and deals with a diverse group of internal and external callers and visitors to campus. In addition, answers non-routine correspondence and assembles highly confidential and sensitive information. Independent judgment is required to plan, prioritize and organize diversified workload.

Required Education and Experience:

1. High school diploma.
2. 18 months of administrative assistant experience.
3. Experience with software and office equipment (Microsoft Office 2013, Raiser's Edge, web base/social media competency, fax, printers, letter folder).
4. Comfort with securing professional appointments for development purposes via telephone conversation.

Preferred Education and Experience:

1. Associate's degree.
2. Additional years of administrative assistant experience.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Act as receptionist for the Advancement Office, directing visitors to the location of their meetings/events. First contact for all visitors to develop and maintain positive rapport with students, parents, employers, faculty and staff.
2. Manage office tasks including but not limited to recording daily gifts, assist with mailings, order materials and supplies, maintain office calendar, schedule meetings and file important documents.
3. Provide clerical support including answering phone, processing incoming and outgoing mail and ordering supplies.
4. Serve as a visit coordinator. Responsible for managing and coordinating weekly phone calls, schedule weekly visits, and provide weekly reports of the progress. Provide clerical and administrative support for the leadership gifts officers.
5. Interact with donors and other constituents in scheduling appointments, engage in communication and provide assistance via phone, email, letter, and website correspondence.
6. Serve as a key staff member in the interaction with the public and campus communities. Coordinate efforts to insure office coverage over lunch hour and as needed.
7. Complete follow-up correspondence and call reports in a prompt and accurate fashion.
8. Assist with the coordination and implementation of events for development/advancement purposes including but not limited to campus visits, athletic events, cultural programs and regional receptions.
9. Coordinate travel arrangements and reimbursements for the leadership gifts officers.

10. Assist with the oversight of program budgets by regulating expenses, recording expenses accurately, transferring funds across line items and reconciling credit card statements.
11. Help prepare leadership gifts officers for donor visits by providing accurate information on donors and/or prospects and reports on specific fund raising initiatives.
12. Work with Development Services staff to obtain data and information to complete tasks and projects; utilize Raiser's Edge and CARS database systems to access alumni and donor information.
13. Perform all other duties deemed appropriate for this position

Competencies:

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.
6. Multi-tasker.
7. Flexibility.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The Office of Human Resources will accept complete applicant files for Requisition Number 2018453 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.