



Job Description: Administrative Assistant for Institutional Advancement

Exempt: No

Department: Communications & Institutional Advancement

Reports To: Vice Chancellor for Institutional Advancement

Location: Vada Sheid Community Development Center

GENERAL DESCRIPTION OF POSITION

In addition to regular administrative duties, this position requires frequent contact with donors and community members through various forms of correspondence. The person in this position will prepare and maintain donor databases and mailing lists. This person also assists with requisitions and invoice payments for marketing, performing arts and community education.

This person closely works with the ASUMH Performing Arts Committee and helps procure all entertainment. This person is responsible for but not limited to, requisitioning payment according to contracts, ordering catering, reserving hotel rooms, correspondence with patrons, coordinating patron parking and shuttles, assisting with patron tickets, working shows on nights and weekends when needed, and selling through ticketing system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Order office supplies and make other purchase requisitions. This duty is performed daily, about 10% of the time.
2. Process donations, write thank-you letters and record donations. This duty is performed daily, about 10% of the time.
3. Correspond with Performing Arts Council. This duty is performed daily, about 5% of the time.
4. Keep Donor Database and maintain mailing lists. This duty is performed weekly, about 10% of the time.

5. Proofread office documents, mailouts, press releases etc. This duty is performed daily, about 10% of the time.
6. Work extensively with several sets of software including; E-Tapestry, dotCMS, Microsoft Office Suite, Google Mail. This duty is performed daily, about 50% of the time.
7. Make copies, print materials such as flyers, brochures, postcards etc. This duty is performed daily, about 20% of the time.
8. Coordinate special events. This duty is performed daily, about 20% of the time.
9. Work special nighttime and weekend events as needed 10-13 per year. This duty is performed monthly, about 10% of the time.
10. Answer incoming phone calls and relay general information about events at the college and donor information. This duty is performed daily, about 10% of the time.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Associate's degree required. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 4 years related experience and/or training. Knowledge in basic accounting, computer, etc. Or equivalent combination of education and experience.

