

Administrative Assistant III

Job Description

Position Information

Position Title	Administrative Assistant III
Position Number	DEVARSUPP13*5468
Department	Development and Alumni Relations
Reports to (Title)	Vice President for Development and Alumni Relations

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

Provides direct support to the Vice President of Development and Alumni Relations. Administrative support includes maintenance of calendars, scheduling of meetings, assisting with travel arrangements, preparing , maintaining confidential files and records, and providing phone coverage. Interacts with leadership donors and Trustees. Engages campus leadership and support staff. Demonstrates thorough understanding of the VP for Development's responsibilities and methods of work as well as the responsibilities of other senior leaders. Ability to triage requests for the VP's time, committee membership, and data.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Associate's degree or equivalent from two-year college or technical school

If a specific degree, certification, license, or registration is necessary, please list.

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications

FLSA Category Non-Exempt

Staff/Faculty Staff

Employment Status

Employment Category**Essential Staff (emergency situations)?**

No

On-Call?**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility**Provide Support for the Vice President for Development and Alumni Relations
55%**

- Assists with scheduling and arranging/rearranging appointments, manages calendar
- Engage with Campus constituents, donors and volunteer leadership
- Schedules campus meetings and makes necessary AV, room, and catering arrangements
- Resolve routine and complex inquiries, whenever possible
- Gather data, research information for special projects or donor visits
- Create, update paper or electronic files/documents
- Scan documents and store electronically or send via email

Percentage Of Time

55

Responsibility**Assist the Vice President (and others) with travel
15%**

- Assist with scheduling appointments with donors and prospective donors
- Assist with travel arrangements for hotel, car rental, restaurant, etc.
- o Enterprise Car Rentals use billing #
- Complete itinerary, expense reports, and credit card statements
- Manage distribution of materials for events to VP, President, and other college partners

Percentage Of Time

15

Responsibility**Project Management
25%**

- Attend DAR Director's meeting and DAR Full Staff Meeting
- o Keep agenda, record, compile, distribute minutes
- o Create, update, and edit power points
- o Set meetings and webex virtual meetings for VP and directors, when required
- Gift Acceptance Committee Meetings
- o Create, update, and edit power points
- o Keep agenda, record, compile, distribute minutes
- Trustee Ad-Hoc Advancement Committee Meetings
- o Attend meetings (in person or via web)
- o Keep agenda, record, compile, distribute minutes
- o Update/edit power points
- Trustee Governance Committee Meetings
- o Attend meetings (in person or via web)
- o Keep agenda, record, compile, distribute minutes
- Coordinate information for President's Office (liaison)
- o Help Coordinate donor phone calls, webex virtual meetings, and in-person meetings
- § Create calendar entry for donor with call information
- § Send the documents prior to meetings
- § Work with president's staff on behalf of other DAR staff when scheduling
- o Special Meetings and/or Special Guests

Percentage Of Time

25

Responsibility

Administrative Duties

5%

- Provide support to Vice President and DAR team by being proficient in Raiser’s Edge database, Perceptive Content (research, contact entries, etc.)
- Manage reservations for Suite 2112 for DAR and OGF; assist with program set up as needed
- Use 25Live (College’s reservation system) to reserve rooms on campus for DAR
- Book conference calls, conference rooms, send meeting invites and manage reservations
- Proofread for office when necessary
- File, Type, Copy, Bind, Scan and Email documents
- Monitor and File invoices relating to VP Budget and Campaign Budget and help manage project manage the DAR budget process
- Serve as liaison between President’s Office, Dean’s Office, Communication and Admission
- Maintain professional and technical knowledge by attending trainings, reviewing publications, and establishing networks for peer to peer communications

Percentage Of Time

5

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

No

If yes, then check all that are supervised by this position.

Supervise Student Staff

No

If you supervise student staff, enter approximately how many and the

total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Computer Operations

Please check one of the following

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Under 1/3

- Essential or Marginal? Marginal

Effective communication skills Over 2/3

- Essential or Marginal? Essential

Composing & comprehending communication materials 1/3 to 2/3

- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential

Memory functions (remembering names, details and procedures) Over 2/3

- Essential or Marginal? Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position Under 1/3

Traverse/move locations Under 1/3

Ascend or descend between floors Under 1/3

Reach with hands and arms Under 1/3

Ascend or descend ladder Under 1/3

Position self to access small or restricted spaces Under 1/3

Communicate or exchange information Over 2/3

Detect specific flavors or odors None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) None

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without assisted device) None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather) None

Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	None
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.