Human Resource Services

Annual Salary Range: $25,032 - $36,812 Status: Non-Exempt Position No:

Administrative Assistant I - Alumni Affairs

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

Employees in this job coordinate reports to the Vice President of Advancement and work closely with the Program Specialist and the Alumni Association. Responsibilities and assignments include such duties as responsible for the data entry and updating of all alumni data as well as providing data in report format.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

10%	Function as receptionist for the Office of Alumni Affairs.
10%	Establish and oversee volunteer program for retired and professor emeriti Operate office equipment, maintain and purchase office supplies.
10%	Enter constituent data for Alumni including address, updates, constituent demographics, email ad all related fields in Blackbaud Raisers Edge.
10%	Continually research lost alumni through alumnifinder.com and record information in Blackbaud Raisers Edge database.
10%	Update Blackbaud database to reflect change of address information.
10%	Enter detailed data for recent graduates into Blackbaud Raisers Edge database after graduation in December and May.
10%	Input data from Alumni update forms each fiscal year.
10%	Execute annual database clean up activity.
10%	Conduct email verification; update database and forward messages to constituents in mass via email.
10%	Collate notes for Alumni Line Publication and Raiser's Edge that includes: collecting class notes, reading news clipping to find marriages, professional information and deceased alumni.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Oversee and ensure the preparation for packets, assembling of documents for meetings.
Participate in selected University activities: Gala, Homecoming, and GradFest.
Assist Program Specialist as needed in preparing programs for class reunion.

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Supervise student workers and volunteers.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Strong communication skills.
Knowledge of Microsoft Office Suite
Knowledge and experience in Raiser's Edge.
Expert in using all equipment in the Alumni Affairs office.
Possess strong customer service and people skills.
Facility management skills.

EXPERIENCE AND EDUCATION

(Indicate which are required, preferred, or desired.)

High school diploma.
Bachelors Degree desired, not required.

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Not applicable.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Requires contact within the University and all alumni and friends of the University.
Minimum contact with the general public.

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers
7. Normal coordination, including eye-hand, hand-foot
8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.