



Human Resource Services

Annual Salary Range: \$25,906 - \$38,097

Status: Exempt

Position No:

Administrative Assistant II Vice President for University Advancement

PURPOSE OF THE JOB

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

The purpose of this position is to provide a wide range of administrative support to the Vice President for University Advancement (VPUA) and its supporting elements. Primary responsibilities include, but are not limited to: management of the Vice President's daily schedule; coordination and preparation of meeting materials and logistic' coordination of travel arrangements; preparation and submission of requisitions and budget revisions for the Office for Advancement; and serving as the key point of contact to the Vice President's office in a professional and courteous manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

- 15% Provide administrative support to the Vice President for Advancement, including coordinating roles as the Director of Alumni Affairs and the Executive Director of the foundation, and its supporting units with accuracy, professionalism and courtesy.
- 10% Compose and handle confidential information, letters, reports, memorandum, University forms and email correspondence in a manner that requires considerable sensitivity, direction and judgment.
- 10% Efficient management of calendar and scheduling of appointments for faculty/staff, constituents and students.
- 5% Manage and maintain budgets accurately.
- 5% Knowledge and maintenance of donor and alumni records in Raiser's Edge and Financial Edge.
- 5% Coordinate travel arrangements, including air and ground travel' lodging, registering for meetings, seminars, conferences.
- 5% Prepare check requests, travel expense vouchers, requisitions and work orders through Datatel and the University's system processes.
- 5% Order supplies, furniture, equipment as needed for the Office for University Advancement and its supporting units.
- 5% Mange officer operations, including requests for technology, OIT system support, installation and integration.
- 5% Develop and maintain an updated filing system for all corporate clients in Raiser's Edge to include record of company gift history, contacts, etc.
- 5% Type reports and other documents necessary for program management.
- 5% Serve as the key point of contact for the VPUA's office by displaying professionalism, courtesy, tact and discretion in all interactions with members of the campus community and public arenas.
- 5% Greet, direct and assist visitors by telephone and in person; answer and decipher incoming calls (or take accurate messages) with appropriate action with professionalism.
- 5% Maintain, operate and submit requisitions for office equipment in an efficient manner.
- 5% Serve on Homecoming Committee with responsibility for transcribing meeting minutes with accuracy.
- 5% Serve on other University Committees as appointed and act as a liaison for eth Office of Advancement.
- 5% Perform other administrative duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

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

Liaison between VPUA and staff and able to answer questions on the VPUA's behalf;
Prepare and assemble meeting materials and documents as needed.
Research and preparation of statistical data and reports as needed;
Receive, distribute and track incoming correspondence with detail;
Provide back-up support for other administrative positions within the supporting units.
Flexibility in work schedule to assist with special events (i.e. President's Gala, Homecoming and Commencement).

SUPERVISORY RESPONSIBILITIES

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

Student workers supervision on the daily function and operations of the office.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Strong communication skills, both oral and written, ability to organize and plan workflow effectively. Exceptional telephone etiquette;
The knowledge to utilize office equipment, such as personal computer, printers, fax, scanner, copy machine and phone system.
Software skills should include, but not limited to Microsoft Office Suite (Word, Excel, Access and Power Pint, Outlook), Datatel, Raiser's Edge and Financial Edge.
Excellent oral, written, interpersonal and communication skills; detail-oriented, organized, flexible, motivated and willing to work in a fast paced environment; attention to detail;
Able to work independently and exhibit a strong time management skills;
Effective problem solving and conflict resolution skills;
Trustworthy and highest level of integrity;
Experience working in an institution of higher learning is preferred

EDUCATION AND EXPERIENCE

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

High School diploma or equivalent is required, bachelor degree in a related discipline preferred.
Associate Degree, Three or more years of direct office management experience is required, preferably in an education environment.
Minimum of five years of experience as an Administrative/Executive Assistant supporting executive level staff;

FISCAL RESPONSIBILITY

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

Oversees financial policies and functions, including budget management, planning and compliance for the Office for Advancement; Knowledge of budgeting process and good aptitude with numbers;

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Extensive contact with students, employees, supervisors, respective board members, alumni, friends of the University, general public and other external agencies or organizations.

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.