JOB DESCRIPTION

JOB TITLE: Institutional Advancement Administrative Coordinator
DEPARTMENT: Institutional Advancement
REPORTS TO: Vice President for Institutional Advancement
POSITION STATUS: Full Time, Non-Exempt

GENERAL SUMMARY: The Institutional Advancement Administrative Coordinator is responsible for providing high level administrative support to the Vice President for Institutional Advancement and support of activities related to departments under the Vice President for Institutional Advancement’s responsibility, which include; Marketing and Communications, Events and Career Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer incoming calls and e-mails and respond or provide information to callers, as appropriate and in a timely manner.
- Schedule meetings and conference calls.
- Ability to enter data and pull data off of a donor database.
- Provide ongoing administrative support to the Vice President for Institutional Advancement.
- Will provide administrative support to the Marketing, Development, Events and Alumni areas.
- Keep & update a calendar of upcoming special events.
- Support special events planning and execution as needed.
- Coordinate travel for executive staff.
- Keep inventory of office supplies & maintenance.
- Performs other duties as assigned and/or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Required High School diploma.
- Preferred 2 or more years of experience in a professional office environment.
- Multi-tasker with strong organizational skills
- Excellent oral and written communication skills and the ability to present materials and produce professional correspondence
- Exemplifies a professional work attitude and ability to work independently based upon direction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Proficient in Microsoft Office applications programs (e.g., Word, Excel, Power Point, and Microsoft Project).
- Excellent phone etiquette.
- Resourceful and detail oriented.
- Strong typing, proofreading skills and ability to maintain and update databases.
- Strong computer skills, including Internet research.
• Ability to work independently using sound judgment, discretion, tact, professionalism and effective analytical skills.
• Ability to prioritize multiple assignments and respond to a variety of requests.
• Excellent organizational and time management skills.
• Ability to interact professionally with members of the public.

PHYSICAL REQUIREMENTS:
• Must be able to sit and work at a computer workstation for long periods of time.
• Must be able to lift/carry up to 45lbs.
• Must be able to carry equipment up and down stairs.
• Must be able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:
• Generally 40 hours per week, Monday through Friday. Nights and weekends as necessary.