POSITION: Advancement Administrative Assistant

SUMMARY: This member of the Institutional Advancement team will utilize administrative skills to manage calendars, scheduling, provide clerical support, prepare for donor and alumni visits and calls, and other duties as assigned. This individual will also play a key role in grant management and reporting duties as assigned. This is a part-time position, with the expectancy of 5 days a week, 4 hours per day, preferably afternoons. Flexibility is appreciated, as occasional evening and weekend shifts may be required.

ESSENTIAL DUTIES include the following:

- Answering departmental phones and welcoming departmental guests; scheduling internal and external meetings/appointments for Advancement staff as requested; schedule local and out-of-state constituent visits as requested
- Compose/edit correspondence, spreadsheets and other documents as assigned
- Input confidential alumni, donor and prospect information into The Raiser’s Edge database; prepare mailing projects by: merging and printing documents, creating labels, stuffing envelopes, stamping (if requested) and processing for mailing
- Assist in event/reception planning and execution by: providing timely updates on guest lists; processing reservations and credit cards; preparing name tags; preparing items for travel and constituent calls; working with event location to confirm menu, arrange AV equipment, parking, etc.
- Arrange travel plans (air, car and hotel) for donor and alumni outreach efforts as well as requested; assist with set-up and tear-down of donor and alumni special events/receptions (this may require occasional overtime on evenings and/or weekends)
- Assist with the production and publication of divisional/university documents and publications, working in conjunction with Communications and Marketing
- Organize receipts, prepare expense reports and deliver to finance staff as requested; assist with divisional budget tracking, monitoring and reporting
- Other duties as assigned

QUALIFICATION REQUIREMENTS: High School Diploma, some college experience preferred; several years’ experience working in a professional environment. Demonstrated proficiency in the use of Microsoft Office products, specifically Word, Excel, and PowerPoint. Strong database and/or spreadsheet skills required. Familiarity with Blackboard, DataTel and Raiser’s Edge systems a plus. Ability to interact successfully and diplomatically with students, staff, faculty, and campus visitors.
If you are interested in this position, please email your resume to careers@marygrove.edu for consideration.