Saint Michael's College
Job Description

Job Title: Administrative Assistant, Special Gifts

Department: Special Gifts

Supervisor or Manager: Associate Vice President for Alumni Relations and Development

Date Created: 3/31/05 Last Revised: 3/31/05 FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- A wide range of clerical, secretarial and administrative services are provided for the Special Gifts program, which includes the Associate V.P. for Alumni Relations and Development, Director for Planned Giving and Associate Director for Special Gifts
- A wide variety of receptionist and liaison functions with alumni and friends of Saint Michael’s College are performed
- The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
- The mission of the College is effectively promoted and the Institutional Advancement mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and data base integrity

Essential Duties and Responsibilities:
- Types correspondence, contact reports, minutes, forms, manuals, brochures, drafts some correspondence, does photocopying and filing
- Answers phones, takes messages, makes appointments and schedules meetings
- Coordinates travel arrangements for Special Gift Officers, and assists with post-trip follow-up (contact reports, correspondence, expense reports)
- Schedules appointments for Special Gift Officers when assistance in trip planning is needed
- Enters prospect information onto database, accesses/distributes information and generates reports from the database
- Has responsibility for the tracking of Special Gifts program travel budget; maintains detailed records of all expenditures by budget line and by project and provides detailed summary reports each month to the Associate Vice President
- Assists the Associate Vice President with budget planning
- Makes car reservations requested by all Institutional Advancement’s traveling staff, maintains calendar to keep track of car requests, reserves the IA’s SMC car, contacts SMC Director of Transportation and the car rental agency
- Coordinates bi-weekly Prospect Strategy meetings, meets with development officers in advance of meeting to secure agenda items and prospect information for effective strategy discussions, ensures that agenda is shared with all participants well in advance of meeting time, attends meetings and records minutes, focusing on next steps/prospect strategies so that the V.P. can track progress of development officers
- Maintains schedule of meetings and calendar of specific SG team’s tasks, including own tasks, to be completed
- Participates in IA events as requested by the Associate V.P. and attends monthly staff/department meetings
- Assists with tracking Special Gifts/Heritage Circle program results
- Records all new Heritage Circle members and provide ongoing member status reports to Planned Giving Director
- Administers documentation process to ensure that new members are enrolled properly, appropriate documentation is received, information is entered, initial stewardship is implemented and expectancies are booked accurately
- Organizes and maintains all department files and records

Secondary Responsibilities:
- Assists the Planned Giving Director in the implementation of a Heritage Circle Advisory Committee: schedules meetings, produces invitations, prepares agendas and all supporting materials, confirms attendance with committee members and solicits agenda items, attends meetings, records and distributes minutes

Page 1 of 3
Saint Michael’s College  
Job Description  
Job Title: Administrative Assistant, Special Gifts

- Answers and screens calls, takes messages, keeps track of daily schedule and provides general administrative assistance to the Vice President of Institutional Advancement in the absence of the Executive Assistant to the V.P.
- Works with the Director for Planned Giving to coordinate two to three mailings per year and two newsletters per year, and assists in organization of planned giving seminars
- Supervises work study students; prioritizes and directs their tasks and assignments

**Positions Supervised:**
- 1-2 Work study students

**Major Contacts:**
- Associate V.P. for Alumni Relations and Development  
- Director for Planned Giving  
- Associate Director for Special Gifts  
- Vice President for Institutional Advancement  
- Research  
- Other IA Staff members, faculty and staff  
- Work study students  
- Members of the College community  
- Alumni, parents, and friends

**Demonstrates Excellence in this Position:**
- Displays a thorough, clear understanding of development process  
- Possesses excellent interpersonal skills, with a positive and enthusiastic attitude, and the ability to deal effectively with a variety of constituents in a broad range of relationships and situations  
- Participates as a member of a fully integrated outreach and development team, but also operates independently  
- Uses utmost discretion and professionalism in handling confidential information  
- Articulates well the Saint Michael’s College mission, vision and abiding belief in the value of a Catholic higher education

**Education and Work Experience:**
- Associate’s degree or equivalent combination of education and experience

**Analytic Skills:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

**Language and Literacy Skills:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills:**

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Other:
- Photo Editor: _x_ working knowledge | intermediate | _x_ highly proficient |
- Scanning software: _x_ working knowledge | intermediate | _x_ highly proficient |

Page 2 of 3
Saint Michael’s College
Job Description
Job Title: Administrative Assistant, Special Gifts

Licenses, Certifications and Other Requirements:
• None required

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Administrative Assistant, Special Gifts, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Ability to attend workshop on the development process initially, and Datatel trainings on ongoing basis
• Flexibility to work weekends or evenings, as required, during special alumni events and help with staffing of Reunion and Homecoming weekends
• Capability to participate in Commencement, convocations and other College events as defined by supervisor
• Willingness to work hours necessary beyond regular schedule to complete job responsibilities in a professional and thorough manner

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.