Saint Michael's College
Job Description

Job Title: Administrative Assistant

Department: The Saint Michael's Fund and Advancement Services

Supervisor or Manager: Director for Advancement Services and The Saint Michael's Fund

Date Created: 7/31/05  Last Revised: 7/31/05  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:**
- Along with the members of Institutional Advancement, the mission of the College is effectively promoted and the Institutional Advancement mission is supported to create, cultivate, and foster life-long relationships with alumni, parents and friends, and alumni and friends of the College are engaged to be active volunteers and benefactors
- All Saint Michael's Fund and Advancement Services activities are supported
- Budget expenses are tracked and Director is kept informed
- Phone coverage is provided at all times and calls are dispatched to the correct parties
- Direct Mail timeline is adhered to as outlined by the Director of the Saint Michael's Fund
- The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
- IA policies are adhered to regarding confidentiality of prospect information and data base integrity

**Essential Duties and Responsibilities:**
- Supervises work study students; prioritizes and directs their tasks and assignments
- Performs a variety of receptionist functions; screens inquiries; answers questions; exchanges information; and makes appropriate referrals for action
- Is a strong contributing member of the Saint Michael's Fund and Advancement Services program; works in concert with others in Institutional Advancement for the overall success of the Advancement program
- Serves as office liaison with other Saint Michael's College personnel/departments, as well as individuals/organizations outside of Saint Michael's to coordinate routine administrative matters, maintains effective operations and communications when professional staff is traveling
- Tracks Saint Michael's Fund and Advancement Services program budget, maintains detailed records of all expenditures by budget line and by projects, provides detailed summary reports each month to the Director for Saint Michael's Fund, assists the Director with budget planning
- Proofs and prints letters as well as other Saint Michael’s Fund communications
- Makes travel arrangements for Saint Michael's Fund professionals such as cash advances, car reservations and travel folders, and assists with contact reports and other trip follow-up activities
- Organizes and maintains all department files and records
- Ensures efficient and successful endeavors by working with Assistant Directors(s) for Saint Michael's Fund (Reunion, Direct Mail, Phonathons and Senior Class Gift)
- Maintains an inventory of office supplies, places supply and stationery orders, keeps office equipment functioning and makes service calls for IA printers and copiers as needed
- Sorts, screens and distributes incoming mail
- Provides support for the Assistant Directors and Director of the Parent Fund to organize annual appeals, reunion campaigns, senior class gift and class agent program and all other direct mail as directed
- Answers phones, takes messages, makes appointments, schedules meetings
- Participates in Institutional Advancement events and attends staff meetings as requested by the Director for Saint Michael's Fund and Advancement Services.
- Remains available to work Reunion Weekend each year and other times, as requested.
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**Secondary Responsibilities:**
- Provides assistance to Institutional Advancement staff with Word and Excel issues
- Updates IA Calendar daily with PTO and travel schedules for Saint Michael's Fund and Advancement Services staff
- Implements collection of staff and work-study time sheets to meet monthly/bi-weekly deadline
- Submits work orders electronically to Physical Plant for repair requests for Saint Joseph's

**Positions Supervised:**
- None

**Major Contacts:**
- Director for Advancement Services and the Saint Michael's Fund
- All IA Staff
- Cashier
- Accounts Payable Specialist
- Purchasing Services Specialist
- Assistant to the President
- Executive Assistant, Finance Office
- Receiving Department
- Manager of Printing and Mailing Services
- Mail Clerk, Printing and Mailing
- Numerous Physical Plant employees
- Alumni

**Demonstrates Excellence:**
- Participates as a member of a fully integrated outreach and development team, but also operates independently
- Uses excellent skills to communicate effectively
- Has a great handle on office practices, procedures, systems and equipment
- Displays keen knowledge of the principles and practices of the budgetary process
- Exhibits excellent interpersonal skills and has ability to deal effectively with a variety of constituents in a broad range of relationships and situations
- Uses discretion and professionalism in handling confidential information
- Has solid database experience; excellent word-processing, typing, spelling, filing and general office skills; good basic reading, writing and math skills
- 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
- General office procedures, proficiency with Word, Excel and Outlook
- Experience in Saint Michael's Fund and Advancement Services operation and/or background in working in Higher Education is a plus

**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:

Microsoft Word: ___None ___ working knowledge ___intermediate _x_ highly proficient
Microsoft Excel: ___None ___ working knowledge ___intermediate _x_ highly proficient
Microsoft Publisher: _x_None ___ working knowledge ___intermediate ___ highly proficient
Microsoft Powerpoint: ___None ___ working knowledge ___intermediate _x_ highly proficient
Microsoft Outlook: ___None ___ working knowledge ___intermediate _x_ highly proficient
Adobe Photoshop: _x_None ___ working knowledge ___intermediate ___ highly proficient
Adobe Acrobat: ___None _x_ working knowledge ___intermediate ___ highly proficient
Quark: _x_None ___ working knowledge ___intermediate ___ highly proficient
Datatel: ___None ___ working knowledge _x_intermediate ___ highly proficient
Internet Research: ___None _x_ working knowledge ___intermediate ___ highly proficient

Other:
Microsoft Photo Editor: ___None ___ working knowledge _x_intermediate ___ highly proficient
Scanning software: ___None ___ working knowledge _x_intermediate ___ highly proficient

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, 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:
• Capability to attend Datatel trainings as needed
• Ability to assist with staffing Reunion and Homecoming and to participate at Commencement, convocations and other College events as defined by supervisor and responsibilities of this position

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.