Saint Michael's College
Job Description

Job Title: Executive Assistant to the VP for Institutional Advancement

Department: Institutional Advancement

Supervisor or Manager: Vice President for Alumni Relations and Development

Date Created: 3/24/05  Last Revised: 3/24/05  FLSA Status: E

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:
- Institutional Advancement’s office is managed and a wide range of clerical, secretarial and administrative services are provided to the VP for Institutional Advancement
- Vice President’s and President’s travel is arranged to make optimum use of their time on the road, including soliciting and scheduling individual meetings, travel arrangements and materials for meetings and events
- Donor records are updated regularly, including calls made by this position as well as VP’s correspondence and travel reports
- Vice President’s daily schedule is managed efficiently and effectively, ensuring that the VP has all necessary information and/or materials for each meeting or appointment
- President’s calendar is managed, along with the Assistant to the President
- Alumni, parents and friends who call or visit the office are treated graciously, and their inquiries handled promptly and appropriately
- Prospect Strategy meetings, Campaign Executive Committee meetings, Board of Trustee committee meetings, VP’s meetings with the President, Managers’ meetings, and IA All-Staff meetings are scheduled regularly
- Agendas and materials are prepared and distributed, and notes are produced from Managers’ meetings and staff meetings
- Work-study students are recruited, hired, and scheduled for the entire department
- IA needs are communicated to the Physical Plant department, with follow-up as necessary
- Charges to VPIA and department budgets are monitored and kept within budget
- VP of IA’s and PR Director’s credit card/purchasing card statements and expense accounts, purchase orders, etc. are reconciled and processed promptly
- 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:
- Meets weekly with the Vice President to review schedule and discuss meeting agendas, travel plans, event hosts, etc.
- Calls alumni, parents, and friends to solicit and schedule individual meetings with Vice President and President and maintains notes of all contacts made
- Schedules VP’s and President’s development travel and makes all travel arrangements (air, hotel, rental car, etc.)
- Enters all contacts into Benefactor
- Develops complete itinerary, including detailed driving directions to each appointment, function, and hotel
- Informs researcher of appointments, requesting detailed profiles for each appointment
- Produces, edits, and proofreads call reports and letters
- Processes call reports and letters into mail, file, and Benefactor
- Assists with follow-up from visits including thank-you notes, proposals, and pledge forms
- Prepares all final endowment agreements for VP of IA’s signature, Vice President for Financial Services and Vice President of Enrollment and Marketing
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- Processes reimbursement requests and monthly credit card and purchasing card statements for Vice President and Director of Public Relations and Communications
- Reviews all department reimbursements prior to submission to VPIA
- Assists VP of IA in tracking all department budgets to ensure effective resource management
- Schedules Prospect Strategy and Managers’ meetings
- Produces agendas for Prospect Strategy, Managers’, and All-Staff meetings
- Attends Managers’ meetings and generates the minutes
- Follows up on minutes from Managers’ meetings, ensuring that appointments are scheduled, phone calls are made, etc.
- Makes all arrangements for IA Planning Days twice a year, including location, meals, agenda, transportation (if necessary), materials and equipment
-Produces notes from Planning Days and tracks follow-up to items generated from this event
- Organizes IA’s materials for Board of Trustees meetings 3 times each year
- Attends Board of Trustees IA Committee meetings and produces minutes 2-3 times each year
- Coordinates and submits work-study requests from 7 supervisors each semester
- Arranges work-study interviews and oversees hiring process for 12-15 students each semester
- Oversees work-study schedule, ensuring that student help is shared as needed for maximum productivity, and that mail is picked up daily.
- Prepares and submits bi-weekly and monthly payroll reports
- Reviews and submits bi-weekly work-study time sheets
- Schedules monthly telephone coverage and provides telephone coverage on a rotating basis with six other staff members
- Notifies Physical Plant of needs in Prevel Hall and St. Joseph’s Hall and follows up as needed

Secondary Responsibilities:
- Assists Advancement Services with telephone calls for year-end gifts and pledge fulfillment
- Helps staff during Reunion and Homecoming weekends
- Trains work-study students
- Coordinates holiday coverage in IA
- Serves as staff assistant to IA search committees
- Supervises work-study students’ preparation of VP’s travel materials, and filing of VP’s correspondence
- Maintains personnel files, prepares personnel forms as requested
- Performs other duties as assigned

Positions Supervised:
- Work-study students

Major Contacts:
- Major benefactors to the College
- IA staff
- President’s Office staff
- Alumni, parents, and friends of the College
- Work-study students
- Financial Services
- Special Events
- Admissions staff
- Campaign Chair and his staff
- All members of the Board of Trustees
- General public

Demonstrates Excellence:
- Performs as an outstanding ambassador for Saint Michael's College with a sincere commitment to the mission of Saint Michael's College, maintaining and presenting a positive attitude to staff and the external public, communicating enthusiasm for Saint Michael's College when speaking to alumni, parents, and friends, both on and off campus
Communicates concisely, clearly and effectively with staff and with external constituencies in order to leave others feeling well-served, appreciated, and enthused about their continuing connection with Saint Michael's College

Directs others in a productive manner so that reports are generated, projects stay on-schedule, travel arrangements come together, and morale remains high.

Is highly effective at arranging one-on-one meetings for Vice President and President using telephone and e-mail to contact those with whom the Vice President and President wish to visit and explaining the purpose of the visit.

Solicits appointments by having conversations with donors about Saint Michael's College and why their support/involvement is important, using persuasive sales and marketing skills.

Handles details of trip planning with savvy for Vice President's and President's travel schedules, using on-line resources, maps and travel agents to achieve a combination of best prices and best schedules for air and train reservations, hotel reservations and rental car arrangements.

Possesses superior organizational skills and effective juggling of multiple priorities to meet the pace and the work flow so that trips come together and the daily operations of the Vice President's office and Prevel Hall go smoothly all at the same time.

Displays a calm demeanor and positive attitude, with the “ability to keep your head when everyone around you is losing theirs” and helps everyone stay centered when the Vice President is being pulled in multiple directions, staff members are tired from traveling, and everyone is pushing to reach goals.

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.

**Education and Work Experience:**

- Bachelor’s degree with experience relevant to the position
- 3-5 years of experience as an executive assistant to a senior manager/VP/President, preferably at a college
- Background in fundraising, preferably at a college, is a big 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 interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills:**

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**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
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• 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 Executive Assistant to the VP for Institutional Advancement, 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:
• Capacity to serve as Office Manager for the office of the Vice President for Institutional Advancement and act as liaison for other support staff
• Availability to work occasional evening or weekend hours, for staff Phonathons and special events
• 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.