



JOB DESCRIPTION

TITLE: ADMINSTRATIVE ASSISTANT
DEPARTMENT: OFFICE OF INSTITUTIONAL ADVANCEMENT
CLASSIFICATION: NON-EXEMPT
REPORTS TO : DIRECTOR OF INSTITUTIONAL ADVANCEMENT (DIA)
SUPERVISES : NONE
LAST UPDATED: January, 2019

SUMMARY OF RESPONSIBILITIES

The incumbent provides a wide range of office management and administrative support to the Institutional Advancement Department, which requires a level of ethical and confidential standards. Additionally, responsible for providing the department's general administrative needs, data entry, gift processing, assisting with event coordination, and processing routine financial paperwork. The incumbent performs a wide-range of basic to complex clerical, administrative, operational and management support tasks/functions. The incumbent supports IAIA's mission, vision, and core values.

ESSENTIAL POSITION FUNCTIONS

- Perform a wide range of administrative functions, which range from basic to complex, and which include, but are not limited to the following responsibilities:
 - Provide administrative assistance to IA Director by preparing correspondence, management of calendar and answers phone when DIA is not available
 - Prepare and process purchase orders, check requisitions, travel forms (authorization, voucher, and reimbursement), employee and professional service contracts.
 - File photocopies, collate, mail, fax, and deliver documents and correspondence.
 - Maintain record of all correspondence and action documents requiring timely reply or action.
 - Communicates with Foundation Board via email and phone, prepares Foundation Board meeting packets and manages meeting Minutes. Maintains Board book as required by auditor and IRS regulations.
 - Maintain IA calendar and manage meeting schedule, including department meetings.
 - Coordinate all travel logistics (transportation, accommodations, reimbursements, and so on) and manage offsite meetings for IA staff, consultants, visitors, and other designees.
 - Independently prepare correspondence and other written documents for review by the IA Director.
 - Maintain inventory of office supplies.
 - Maintain an index of all departmental general files, ensuring that information is filed in a timely manner.
 - Answer the department's main and toll-free extension, providing appropriate and adequate information to all constituents of the organization and/or directing constituents to the appropriate area.
 - Respond to visitors and telephone or electronic inquiries.
 - Maintain informational packets, ensuring adequate supply of materials available for staff outreach and cultivation.
- Complete data entry and gift processing, which include, but are not limited to the following responsibilities:
 - Enter gift data in database.
 - Enter IAIA Foundation transactions in Foundation financial software.

- Process gift transactions, including acknowledgement letters
- Prepare regular reports for the IA Director
- Assist with event coordination, which includes, but is not limited to the following responsibilities:
 - Assist in the coordination of special events, campaigns, and other programs for external and internal participants.
 - Organize tours and/or other arrangement for visitors.
 - As directed may interact directly with volunteers and donors to facilitate their participation.
- Provide budget administration support, which includes, but is not limited to the following responsibilities:
 - Assist the IA Director in preparing the department's annual operating budget.
 - Monitor expenditures and make adjustments and modifications.
- Provide a wide range of coordination and support functions which include, but are not limited to the following
 - Complete projects and/or tasks assigned by IA Director.
 - Assist in the printing and production of department brochures, reports, or other collateral materials as directed.
 - Perform other duties as required
- Manages Institutional Advancement Marketing Communications
 - Prepares Press Releases, content for ebasts, etc and sends to Marketing
 - Maintains a photo gallery in conjunction with departmental communications.

REQUIRED EXPERIENCE AND EDUCATION

Must have at least an AA degree plus 3 or more years of experience as a senior secretary or administrative assistant. Must be proficient in word processing and computer applications (e.g. Word for Windows, Internet, Excel).
 PREFERRED: A BA degree and experience in post-secondary education and working with American Indian and/or Alaska Native cultures.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Thorough and demonstrated knowledge of modern office practices and procedures.
- Demonstrated experience in using database management systems.
- Demonstrated experience in using standard office equipment and computers.
- Demonstrated experience in using Microsoft Office products.
- Ability to prioritize work and manage multiple tasks.
- Strong interpersonal skills in interacting with diverse communities and the public.
- Excellent organizational skills and demonstrated ability to work in a fast-paced environment.
- Excellent verbal and written communication skills.
- Ability to set and meet deadlines.
- Ability to establish effective working relationships with all levels of personnel within the Institute and with external constituents.
- Skill and ability to complete multiple tasks in an accurate and timely manner in an energetic environment marked with frequent interruptions.
- Ability to resolve conflicts in a constructive manner.
- Able to adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty.
- Ability to demonstrate a pleasant, courteous, and professional presence at all times.
- Ability to work without close supervision to begin projects independently (or as assigned) and to bring projects (or assignments) to conclusion on a timely basis.
- Ability to work occasional evening and weekend hours.

WORKING CONDITIONS

- Work is primarily performed in an office environment, desk job, with attendance required for outside activities to include fundraising events, special events, and other job related venues.
- Must be able to independently move/maneuver/carry items weighing up to 25 lbs. (e.g. printed materials, art items, etc.).
- Ability to read and interpret basic to complex data/information/guidelines/ procedures related to Institutional Advancement and administrative information.
- Performance evaluation will include assessment of performance of job duties as described herein.
- Ability to proficiently use a computer station, software, hardware, and standard peripherals.
- Ability to sit for extended hours at work stations to complete essential functions.
- Position may be exposed to dust, paint fumes, and/or particulates typically found at a fine arts college.
- Ability to perform other duties as assigned.
- Management has the right to revise this job description at any time, with or without notice.
- This job description does not list all the duties of the job.
- The job description is not a contract for employment.