POSITION DESCRIPTION

TITLE: Office Associate II – Alumni Relations and Events and Conferences
(Contingent)

Collective Bargaining – Ineligible – Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

Performs complex duties such as, record keeping and administrative detail, and follow-up functions to assist the Director/Department Head and department staff in implementing departmental programs. May act as secretary to an academic division. Must be well organized and possess good secretarial skills. Receives minimal supervision and independently exercises considerable discretion and judgement in all work areas. May handle confidential and sensitive issues. May supervise other clerical employees and student employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

- Performs a variety of ongoing complex and confidential administrative duties.

- Drafts and prepares letters, reports, memoranda, materials, etc., some of which may be of a confidential or sensitive in nature or for the signature of the department head.

- Coordinates special projects by developing project plans and schedules.

- Maintains databases and compiles reports.

- Communicates with other staff, faculty, administrators, and the general public in person, by telephone or through written correspondence.

- May assist in preparing and maintaining department budgets.

- Arranges and coordinates conferences and committee meetings as directed.

- Opens, sorts, and routes mail. May sign on behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.

- Receives, screens, directs, and places telephone calls.

- Prepares purchase orders, orders supplies and equipment, and maintains office inventory.
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- Prepares agendas and background materials for meetings.
- May attend meetings and take minutes when requested.
- Maintains appointment calendar and makes travel arrangements as necessary.

Addendum – Office Associate II – Alumni Relations and Events and Conferences

- Reports to the Assistant Vice President of Alumni Relations in collaboration with the Director of Events and Conferences.
- Coordinates, manages and processes budget/budget requests for Alumni Relations, including reconciling procurement cards and preparing purchase orders. Keeps supervisor apprised of budgets to ensure funds are available for needs.
- Tracks Events and Conferences budgets to ensure funds are available for needs; prepares monthly reconciliation reports.
- Tracks and processes student employee payroll hours for both Alumni Relations and Events and Conferences.
- Greets, answers phones, directs/answers inquiries and directs visitors to the Alumni Center at the Cobb House; takes over Events and Conferences phones as needed.
- Assists with updating and maintaining the alumni database in tandem with the Development Office protocols.
- Researches, prepares and executes, in collaboration with supervisors, bids and contracts for alumni-related and event/conference-related initiatives.
- Assists with Alumni Relations meetings and special events by helping with and handling tasks like securing venues via EMS, reservations and payments, purchasing supplies, printing agendas and nametags, and securing caterers and vendors.
- Assists Events and Conferences when needed with name tag, tent card and signage preparation.
- Assists Events and Conferences with entering items into EMS as needed; creates events in the CRM software as needed.
- Manages the processing and client communications associated with alumni awards, alumni scholarships, the May Russell Lodge alumni reservations and benefit programs offered to alumni.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED equivalency required; Associates Degree preferred; with successful completion of courses in typing/word processing (minimum speed of 40 correct wpm), data entry, Dbase, spreadsheets, and microcomputer systems. Strong verbal and written communications skills. Good organizational skills.
• Experience: At least five years of full-time employment in the secretarial/administration field.

• The ability to handle sensitive situations.

• Thorough working knowledge of modern office practices and procedures, business English, spelling, good grammar and arithmetic, and of standard record maintenance procedures. Thorough working knowledge of various computer software packages, i.e., word processing, spreadsheet applications, and data base management.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.