



POSITION: ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT FOR ADVANCEMENT AND UNIVERSITY ENGAGEMENT

DEPARTMENT: ADVANCEMENT AND UNIVERSITY ENGAGEMENT

Position Summary: The Administrative Assistant provides organizational, administrative and project-oriented support to the Vice President for Advancement and University Engagement (VPAUE).

RESPONSIBILITIES:

- Assist with matters related to the ongoing work of the AUE office
- Welcome and serve guests to the AUE offices and suite
- Work with Director of Advancement Services to process gift batches and gift acknowledgment
- Process departmental expenses and manage the departmental budget
- Provide leadership and support on projects as assigned
- Coordinate training and supervision of AUE student work staff with Director of Advancement Services
- Manage the AUE office filing system, both hardcopy and digital
- Coordinate VPAUE calendar and coordinate AUE staff meetings
- Produce notes of meetings when needed
- Assist with AUE special event planning and execution
- Other duties as assigned

QUALIFICATIONS:

- Excellent interpersonal skills and written/oral communication skills
- High levels of computer proficiency and ability to work with computer databases
- Exceptional customer service skills
- Ability to initiate projects, work independently, multitask and prioritize multiple projects
- Must be able to handle and maintain confidential information



- Supports NGU's mission and core values, commitment to a Christian lifestyle and character in keeping with biblical models

PHYSICAL REQUIREMENTS

- Visual Abilities: read reports, create presentations and use a computer system.
- Hearing: hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, grasping, feeling, write, type and use the telephone, copier, and computer systems.
- Mobility: open files and operate office machines; move between departments and attend meetings across campus.
- Talking: frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, pulling, pushing: exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

WORKING RELATIONSHIPS

This position is a full-time, non-exempt position in North Greenville's Advancement and University Engagement Office, located at the main campus in Tigerville, SC. The Administrative Assistant to the Vice President reports to the Vice President for Advancement and University Engagement.

WORK SCHEDULE

Monday-Thursday, 8:30 a.m.-5 p.m. and Friday, 8:30 a.m.-Noon. Work with evening or early morning events may be required.

TRAVEL

This position does not require travel. However, the Administrative Assistant to the Vice President for Advancement and University Engagement may be invited to attend events in



the local area or for training or information purposes. In such instances, participation would be voluntary.

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.