

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 Mo.	Title	ADMINISTRATIVE ASSISTANT – DEVELOPMENT OFFICE
Revised: 03/04/10	Department	DEVELOPMENT OFFICE
Level: Staff, Range 5	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	DIRECTOR OF DEVELOPMENT

POSITION SUMMARY

Provide clerical and administrative support for the Development Office, with specific responsibility for financial reports, funds receipt and deposit, and maintaining accurate fund balances. Responsibilities include but are not limited to the Major Functions listed below.

MAJOR FUNCTIONS

1. Coordinate the day to day operation of the Development Office; answer telephone and greet visitors, providing information accurately and professionally; and type or key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
2. Prepare and maintain detailed financial accounts, reports and records for the Crowder College Foundation, including all funds, Scholarship Accounts, and Phone-A-Thon proceeds.
3. Receive and prepare receipts for funds/gifts to the Foundation, and deposit funds as needed.
4. Assist in preparation and arrangements for major Foundation projects such as Board Meetings, Scholarship Banquet, Phone-A-Thon, Wreath Auction, and Annual Meeting.
5. Create and maintain databases as needed to fulfill assigned responsibilities.
6. General office duties such as preparing requests for supplies; maintaining filing system and records; processing mail; and other duties as needed.
7. Perform other related tasks as required.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma/GED. Associate’s degree or equivalent in education/experience preferred.
2. Two years full-time related work experience.
3. Ability to create and maintain Excel spreadsheets for budget tracking and record-keeping purposes.
4. Understanding of and ability to perform accounting functions to fulfill job duties above
5. Well developed spelling, grammar, and proofreading skills.
6. Ability to key routine documents at a level normally acquired through one year of touch typing course work or on-the-job training.
7. Knowledge of general office procedures and office filing systems.
8. Ability to perform multiple tasks and remain calm during frequent interruptions.
9. Ability to establish and maintain positive working relationships with other employees.
10. Ability to handle confidential material judiciously.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as desktop calculators, computers, copiers, and telephones.

2. Expertise with word processing, spreadsheet and database software, including ability to merge data into letters and other documents.
3. Use Jenzabar as needed to complete job responsibilities.

POSITIONS SUPERVISED

None.

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. Access information using computers.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and the various sites.
2. May require lifting up to 20 pounds occasionally
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
4. Ability to read English in order to proofread and perform grammatical and spelling edits.