WINTHROP UNIVERSITY
NOTICE OF JOB VACANCY
June 20, 2016

POSITION: ADMINISTRATIVE ASSISTANT (VP FOR INSTITUTIONAL ADVANCEMENT)
(Class Code AA50/Administrative Specialist II)

BAND: Band 04/Level 01
STARTING SALARY: $26,139 minimum per year; actual salary commensurate with qualifications

VACANCY: 201672

Minimum Training and Experience:
A bachelor's degree and one year or a high school diploma and five years of responsible secretarial or administrative experience required. Related experience at an institute of higher education preferred. Proficiency using the Internet and Microsoft Office, including Excel, Word, PowerPoint and Outlook, highly desired. Experience using Raiser's Edge helpful.

Knowledge, Skills and Abilities:
Considerable knowledge of office management policies and procedures. Ability to exercise sound judgement and discretion in working with confidential information; successfully handle a variety of tasks simultaneously; communicate effectively verbally and in writing; and establish and maintain effective working relationships with faculty, staff, students and the general public. Must possess effective organizational and interpersonal skills.

Major Duties:
Reporting to the Vice President for Institutional Advancement, the Administrative Assistant provides high-level administrative and technical support to the Vice President and Associate Vice President for Institutional Advancement. Handles details of a highly confidential and critical nature; schedules appointments; and makes reservations and logistical arrangements for business meetings, trips, conferences, and other events related to Institutional Advancement efforts. Maintains close relationship and effective coordination with Vice President's direct reports and their assistants. In accordance with Vice President's protocol, redirects inquiries of the Vice President to appropriate persons to answer questions or resolve issues. Interacts professionally with people of all levels, both on campus and off. Utilizes and maintains complex computerized direct mail communication and recordkeeping system; organizes and maintains office files and filing systems; and recommends improvements to office operation procedures. Processes written correspondence; scans, sorts and routes incoming mail and email; may draft correspondence for Vice President and Associate Vice President; and types letters, memoranda, forms and reports, including assigned correspondence for the President's Office, using a variety of software. Monitors office budget activities in coordination with Advancement Budget Director; prepares reports on activity and advises Vice President and appropriate staff of funds availability; places purchase orders and coordinates follow-up activities. May assist with Development mailings and data entry for research and stewardship efforts. Works to coordinate and prepare for Board of Trustee, Foundation Board, and Alumni Executive Board meetings. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than
July 1, 2016

Winthrop University is an Equal Opportunity/Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.