

FORT SCOTT COMMUNITY COLLEGE

Position Description

NAME: **JOB TITLE:** Administrative Assistant

DIVISION/DEPARTMENT: Endowment and Alumni Relations

RESPONSIBLE TO: Director of Endowment and Alumni Relations

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 40 **DATE:** 07-17

CREENTIALS/EDUCATION:

- A. High School graduate or equivalent required; Associate Degree preferred
- B. Knowledge of basic accounting and automated accounting software
- C. Proficient use of spread sheets and word processing
- D. Knowledge of generally accepted office practices and procedures
- E. Ability to maintain a high degree of confidentiality
- F. Experience updating social media and websites
- G. Ability to gather and manage data and carry out projects independently
- H. Ability to adapt to a fast-paced, multi-faceted office environment
- I. Ability to communicate with employees, students, and general public

JOB PURPOSE: Responsible to the Director of Endowment and Alumni Relations to provide assistance to support the efficient operations of the Endowment and Alumni Association office.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinates the day to day operation of the endowment office providing clerical support as needed, assisting in routine correspondence, managing the office calendar, scheduling appointments, ordering supplies, making travel arrangements, maintaining files, and taking meeting minutes.
- Responsible for organizing, entering and maintaining data base for alumni records, endowment association financial records, booster club funds, and donor information
- Assist Director with:
 - A. Planned/deferred giving programs as developed
 - B. Planning, organizing and implementing annual fund raising programs
 - C. Endowment Board and Alumni Board meetings and programs
- Maintain accurate financial records to produce reports for meetings, auditors and government grants.
- Assist in safeguarding confidential information
- Ensures that all activities conform to board policies and guidelines
- Reacts to change productively and handle tasks as assigned
- Maintains a wide variety of computerized and manual documents, files and records for the purpose of documenting activities, providing reliable information, and complying with college, state, and federal requirements, including but not limited to, department expenditures, purchase orders, annual, state and federal audits, and various college programs
- Assists with updates to social media and website.
- Maintains and operates various office equipment
- All other duties as assigned

All job descriptions are subject to revision based on changing needs of the college.