Administrative Coordinator

Institutional Advancement

Summary

The Administrative Coordinator supports the work of the Associate Vice President, Campaign Management, who is responsible for the development and execution of a campaign operating plan to ensure that the IA organization is in the best position possible to meet the philanthropic goals of the College through the Campaign period and beyond.

Assists in planning, organizing and coordinating a range of activities, which require a high-degree of professionalism, accuracy, and versatility. Consistently cultivates favorable relationships and works closely with College colleagues and external constituents.

This position is represented for purposes of collective bargaining by SEIU.

Essential Functions

Support the activity of the Campaign Leaders and Volunteers (50%)

- Assists with the coordination of Campaign volunteer groups, including: Campaign Task Forces, the Campaign Steering Committee, and the Institutional Advancement Committee of the Board of Trustees. This includes:
  - Working with internal and external constituents to schedules meetings;
  - Development and distribution of meeting agendas and minutes;
  - The gathering of appropriate materials and the mailing of completed packets to participants in advance as well as meeting follow-up correspondence;
  - Ensuring that meeting space is reserved, appropriate refreshments are ordered and any audio visual needs are met before the meeting;
  - Maintaining an electronic archive of meeting materials in an appropriate shared directory.

Provides Proactive Administrative Support for the Associate Vice President (25%)

- Writes letters and emails, prepares reports, extracts and prepares data, and develops the framework for presentations.

- Handles all telephone calls and messages and acts as the central point of contact for IA, College staff and Campaign volunteers who need to speak with the Associate Vice
President. Prioritizes requests for time according to organizational priorities and facilitates Associate Vice President decisions/actions to help keep projects moving forward.

● Maintains calendar and schedules appointments and meetings.
● Makes travel arrangements including air travel, hotel accommodations, ground transportation and itineraries, as necessary.
● Processes expense reports and reimbursements.
● Processes and tracks Campaign budget invoices and expenditures.

Supports the Donor Engagement and Events Team (25%)

● Provides Special Events support and stewardship assistance as needed. Example: generating labels, nametags, rsvp lists, working reception tables, ordering flowers, sending condolence notes, thank you notes, birthday cards, etc.
● Submits requests for data and works with Advancement Services to ensure data accuracy for each project.
● Processes event registrations for select donor relations and cultivation events.

Represent Institutional Advancement at department and campus functions as needed. Assist with special projects and perform other duties as required.

**Required Qualifications**

● Three years administrative assistant or secretarial experience.
● Proficiency in Windows-based programs, email, and calendaring tools.
● Excel expertise is highly desired.
● Database experience and intermediate Internet search skills.
● Thorough knowledge of general office practices and procedures.
● Ability to form productive working relationships with colleagues at all levels of the organization, including external constituents.
● Strong writing and editing skills, including a commitment to accuracy.
● The ability to manage multiple tasks or projects simultaneously; to prioritize work based on organizational goals; and to proactively and creatively support the work of the AVP.
● An outstanding customer service demeanor, excellent organization skills and ability to clearly and professionally communicate with all members of the Occidental community.
● Must be focused, motivated to learn, and flexible to change. Demonstrated ability to work under pressure, understand and follow the organization's policies and procedures while exercising good judgment, rigorous attention to detail and the ability to handle sensitive information with discretion.
Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.