The Assistant to the Associate Vice President of Institutional Advancement (IA), Alumni and Parent Engagement provides administrative support for the AVP. The units of Alumni and Parent Engagement are high-profile, requiring a high-degree of professionalism, accuracy, and versatility. Great tact and diplomacy is required to maintain the confidentiality and integrity of the office.

The mission of the departmental units of Alumni and Parent Engagement is to provide our constituents with exceptional service and a positive interaction with the College—to tell the Oxy story, engage the individual, share the needs and raise the resources. This position plays an important role in ensuring our mission is achieved.

**Provides Proactive Support for the AVP**

- Handles all telephone calls and/or messages and acts as the central point of contact for IA, College staff and alumni and parents who need to speak with the AVP. Prioritizes requests for time according to organizational priorities and facilitates AVP decisions/actions to help keep projects moving forward.
- Maintains calendar and schedules appointments and meetings. Meets with calendar owner daily (or as needed); sends appointment confirmations, directions, parking information, etc. as appropriate.
- Arranges meetings, conferences, etc. with the President's office, faculty, other senior administrators, alumni, parents and outside contacts. This may include arranging meals and/or refreshments as well as scheduling and booking meetings on campus. Coordinates donor and prospect visits for AVP. Serves as chief liaison with senior assistants in campus offices.
- Makes certain travel arrangements including air travel, hotel accommodations, ground transportation and itinerary, if necessary. Confirms meeting locations, parking information, and other travel details in advance and during travel as plans are changed. Processes expense reports and reimbursements as well as other expenses incurred when AVP travels for the College.

**Facilitate Prospect Management for AVP**
- When requested, files contact reports and scans and attaches all appropriate correspondence to the development database.

- Debriefs with AVP after IA travel and update Prospect Management database/CRM tools as appropriate.

Support the activity of the Alumni Council
- Assists with the management of Alumni Council meetings. This includes:
  - 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;
  - Developing meeting agendas; and
  - Maintaining an electronic archive of meeting materials in an appropriate shared directory.

Serve as the Alumni and Parent Engagement
- Generates, maintains and updates the IA Master Calendar.

- For IA, order keys, office supplies, stationary, business cards, and other supplies as needed.
  Manage periodical subscriptions and association memberships for IA.

- Assists with the organization of Alumni and Parent Engagement staff meetings and retreats.
  Coordinates and assist with the venue selection and catering/meeting arrangements. Assists with the agenda and materials. Manages appropriate retreat communications with staff. Takes minutes for distribution and circulates for review.

Represent IA at IA and campus functions as needed.
- Serves as an ambassador for IA at all times.
- Provides Special Events support and stewardship assistance when deemed necessary. Example: generating labels, nametags, rsvp lists, working reception tables, ordering flowers, sending condolence, thank you, birthday cards, etc. Assist with special projects and perform other duties as required.

Required Qualifications
- Five years administrative assistant or secretarial experience.
- Proficiency Windows-based programs, e-mail and calendaring tools.
- Experience with relational databases 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.

Salary Rate: $21.63 - $24.03/hr. with great benefits. (Posted 7/15/15)
Please submit your cover letter, resume & 3 references to: resumes@oxy.edu