Employment Opportunity

Date Posted: 26 February 2015
CLOSING DATE: Until filled

POSITION: Administrative Assistant-III
DEPARTMENT: Office of Advancement
SUPERVISOR: Vice President of Advancement

SUMMARY:
The Administrative Assistant-III for Advancement serves as the first line of communication for the Vice President of Advancement with all her constituencies, including, but not limited to: Board of Trustees, CEOs of major corporations, donors, community leaders, etc. This position also provides support to the Associate Vice President of Advancement. The Administrative Assistant is responsible for preparing financial reports, graphs, and statements, managing calendars, screening calls, scheduling appointments, ordering office supplies and organizing office files, etc. This position will also responsible for assisting the Executive Vice President with golf tournament contacts, mailings, and tournament day activities.

RESPONSIBILITIES:
- Prepare periodic financial reports and other reports as needed.
- Manage calendars of the Vice President and Associate Vice President as needed.
- Answer and screen telephone calls, greet customers, research and solve problems which may occur.
- Prepare meeting notices, meeting minutes, agendas, meeting packages, and distribute.
- Prepare expense reports, check requests, correspondence, and purchasing card reports.
- Oversee and order departmental supplies, organize office files and other materials.
- Communicate with Board of Trustees, CEOs of major corporations, Donors, and other relevant stakeholders.
- Organize and schedule travel; prepare itineraries.
- Handle sensitive and confidential matters appropriately.
- Be able to demonstrate attention to detail with an emphasis on accuracy.
- Supervise student workers.
- Other departmental duties as assigned by the Vice President and Associate Vice President.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
- A Bachelor’s degree from an accredited university with 1-2 years of experience working in a professional environment.
- Must be computer proficient, including but not limited to: Microsoft Word, Excel, PowerPoint, and email.
- The selected candidate must be a self-motivated individual able to multi-task and work under pressure.
- Possess solid writing skills and communicate effectively.
- Able to work independently with minimal to no supervision.
- Ability to accomplish event planning tasks.
- Able to keep accurate records and maintain a budget.
- Able to work occasional evening and/or weekend events.

COMPENSATION:  This full-time, exempt position pays an hourly wage based on experience and qualifications within an established pay range. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver for employee and family; and cafeteria and retirement plan contributions as described in the employee handbook.

EMPLOYMENT ELIGIBILITY:  All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES:  All applications should be submitted online. Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources  Fax: (972) 721-4095
Carpenter Hall  E-mail: hr@udallas.edu
1845 E. Northgate Dr.
Irving, TX 75062

The University of Dallas is an Equal Opportunity Employer.