
Job Title	Administrative Assistant
PVN ID	BA-2210-005189
Category	Administrative Services
Location	BARUCH COLLEGE
Department	College Advancement
Status	Full Time
Annual Salary	\$40,000.00 - \$47,500.00
Hour(s) a Week	35
Closing Date	Dec 28, 2022 (Or Until Filled)

General Description

Baruch College seeks a dynamic, customer-service, and detail-oriented individual to serve as an Administrative Assistant in the Office of College Advancement, reporting to the Office Manager. The Administrative Assistant will provide support and outreach for the department, which includes assisting in the areas of Advancement Services, Alumni Relations & Volunteer Engagement, and Fundraising. This entry-level position is an exciting opportunity in a dynamic, fast-paced environment that interfaces with internal stakeholders, and external alumni, donors, and volunteers. Responsibilities include and not limited to the following:

Other Duties

- Serve as primary customer service team member, responding in a prompt manner to e-mail, telephone, and face-to-face inquiries
- Support the planning, logistics, communications and follow up from board meetings
- Support with accounts payable, including vendor payments and data entry in advancement data system
- Assist with student timesheets & the recruitment process (FWS)
- Schedule meetings, book, set up rooms for meetings and events, and assist with event prep including name tag printing
- Provide support with mailing, shipping, the upkeep of office equipment and supplies; make and distribute copies
- Assist with Updating Office calendar
- Liaise with Advancement Services team on various data projects, including updating alumni event attendance records and volunteer engagement coding
- Manage the design, production, and distribution of branded merchandise
- Oversee alumni ID card program in tandem with Baruch Security and Library colleagues
- Assist Office Manager with other projects as needed

Qualifications

Bachelor's degree required. A minimum of one year or more experience in higher education development or non-profit setting preferred. Proficiency in Microsoft Office suite. Advanced Computer skills. Excellent written and verbal communication skills and problem-solving skills.

Microsoft Office experience required.

Salary commensurate with education and experience.