Job Title	Administrative Assistant
PVN ID	BA-2409-006434
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Office of College Advancement
Status	Full Time
Annual Salary	$49,960.00 - $51,781.00
Hour(s) a Week	35
Closing Date	Nov 05, 2024 (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 position is an exciting opportunity in a dynamic, fast-paced environment that interfaces with internal stakeholders, and external alumni, donors, and volunteers.

Other Duties

Responsibilities include and not limited to the following:

Payment and Requisition Request: Review, verify, and prepare vendor payment requests, ensuring all necessary documentation is obtained. Log payments in the advancement data system and create purchase requisitions/orders as initiated by the Office Manager.

Administrative Support: Provide comprehensive administrative support to the Office of College Advancement, including serving as the primary customer service representative, addressing alumni inquiries promptly via email, telephone, and in-person.

Office Management: Assist with mailing, shipping, and maintaining office equipment.

Communication: Answer telephones, respond to voice messages and direct calls to the appropriate team member.

Student and Employee Support: Assist with student timesheets and/or recruitment and the onboarding process for part-time employees. Reserve conference rooms and submit facility work requests.

Merchandise and Programs: Assist Alumni Relations with the organization of Alumni merchandise and support of the alumni ID card program.

Event Support: Provide support for board meetings and other events. Liaise with Advancement Services team on various alumni data projects.

Assist 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.