Administrative Assistant (Alumni Affairs)

POSITION TITLE: Administrative Assistant Nonexempt (Alumni Affairs)

JVA#: 2021-32

DEPARTMENT: Office of Alumni Affairs

POSITION SUMMARY: The Administrative Assistant is responsible for the efficient day to day administrative support operations of the Alumni Affairs department. This position provides administrative support and secretarial assistance to the Director of Alumni Affairs, and performs other duties as assigned that support the department.

POSITION CLASSIFICATION/COMPENSATION: This position is Classified, Full-time, carries a Non-exempt status under the Fair Labor Standards Act, is a Pay Grade 3, and includes generous benefits. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

- **Office**: Perform administrative support tasks and assist with coordinating the day to day administrative operations of the Alumni Office. Perform typing, copying, monitoring supply inventories, faxing, answering the telephone and giving information as related to alumni affairs. Type reports, agendas, proposals, programs, scheduling of the facility for use etc. Process mail.

- **Processing and Tracking**: Process and post all checks, cash, and in-kind donations received. Copy and stamp each check, prepare deposit tickets and deposit. Post each check and donor contact information into a weekly gift report spreadsheet. Prepare and send letters to each donor for tax purposes and enter and maintain donor contact information into BANNER for future contact.

- **Events**: Coordinate and assist in the planning of meetings and events sponsored by the BSC Office of Alumni Affairs. Attend events.

- **Social Media**: Will be responsible for placing information on Social Media accounts.

- **Records**: Maintain written and verbal communications with alumni, students, BSC faculty and staff, and other contacts. Keep an accurate file of alumni contributors, money intake and disbursements. Update and maintain BANNER with alumni records, address and name changes. Research by phone, letter or subscribed alumni database to keep current records on all alumni. Process all address changes from the U.S. postal services and by other means.

- **Scheduling**: Scheduling appointments and maintain calendars for director and facility. Schedule facility and the use of state vehicles.

- **Other Duties**: Perform other duties as assigned. Perform job duties in accordance with relevant federal and state regulations, policies and procedures, as well as College policies and procedures. May order and maintain inventory of office supplies. Process and properly document department
credit card purchases obtaining supervisor’s approval in advance for all purchases. Perform purchases in accordance with purchasing procedures, including maintaining appropriate documentation regarding payment of credit card purchases and performing reconciliation of fiscal transactions.

**MINIMUM REQUIRED QUALIFICATIONS:** Associate’s degree in area related to position’s responsibilities. At least 1 year of experience in an administrative support or secretarial position required. Proficient computer skills in software programs such as Microsoft Office Suite; Attention to detail with accuracy in recordkeeping; Rapid and accurate typing skills; Familiarity with standard office equipment; Excellent written and verbal communications skills; and Accurate production of data.

**PREFERRED QUALIFICATIONS:** At least 2 years of experience in an administrative support or secretarial position demonstrating strong customer service skills with banking process or fiscal transaction experience. Knowledge of BANNER. Knowledge of banking practices.

**THE COLLEGE:** The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at [https://www.bluefieldstate.edu/resources/human-resources/jobs](https://www.bluefieldstate.edu/resources/human-resources/jobs));
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please do not include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**DATE POSTED:** December 15, 2021

**CLOSING DATE:** Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, January 7, 2022. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*