

**Warren Wilson College**  
Position Description

**POSITION:** Administrative Assistant

**DEPARTMENT:** Advancement

**REPORTS TO:** Vice President for Advancement

**FLSA STATUS:** Non-exempt

**POSITION SUMMARY:**

This position primarily performs administrative and secretarial services for members of the Advancement Office (approximately 4 to 6 individuals). At the same time, this position serves as the welcoming face and voice for the entire Advancement Office.

**SPECIFIC RESPONSIBILITIES:**

- Composes correspondence and reports requiring discretion and administrative decisions based on records or personal knowledge of the College.
- Types letters, reports, records and other related documents from rough drafts, corrected copy, dictated materials or recordings; proofreads completed materials;
- Occasionally takes and transcribes dictation.
- Creates and edits select web page content as requested.
- Researches, analyzes and summarizes information, source materials for reports and prospect research independently. Communicates findings orally and in writing as requested by staff members. .
- Plans and arranges selected official college functions.
- Oversees registrations for events such as Homecoming and Weekend@Wilson
- Assists the Alumni Board through regular correspondence, scheduling and meeting support
- Edits documents produced by the Advancement Office staff for procedural, typographical and grammatical accuracy, conformance with policy and factual correctness, as required.
- Exercises independent judgment and initiative in establishing and revising complex and sensitive filing system, both electronic and paper.
- Schedules and coordinates the activities of select staff members including meetings, dinners, appointments, and other alumni and fundraising events; makes travel arrangements, as requested.
- Receives and screens telephone calls and visitors.
- Purchases office supplies, and recommends the purchase of office equipment.
- Coordinates departmental meetings and events.

- Represents the college on committees as needed.

**WORKING CONDITIONS:**

Some evening, weekend and travel hours are required.

**QUALIFICATIONS:**

- Excellent organizational and project management skills.
- Strong written communication skills.
- Proficient understanding of various computer programs (especially Microsoft Word, Excel and Raisers Edge).
- Ability to multi-task, in tandem with being team oriented.
- Customer service spirit required along with a pleasant and professional telephone manner.
- Personable and relates well to others.
- Ability to handle confidential information and maintain confidences a must.
- Bachelor's degree preferred and/or at least five years experience in an office environment.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.