



ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

The Administrative Assistant is part of the Norman-based Advancement Team and will provide support to the Norman Campus Executive, who manages 6-8 Executive Directors with small to large teams. Serve as administrative support for scheduling, correspondence, travel, and record keeping. Coordinate a variety of meetings which involve scheduling, agenda preparation, setting up meeting rooms, ordering food, etc. Consistently produce presentations, reports and communications. Serve as the liaison with University Dean's offices, Foundation and Advancement staff as well as donors.

KEY RESPONSIBILITIES:

Support the Norman Campus Executive

- Manage Norman Campus Executives Calendar, including a high volume of requests for appointments and scheduling. Use discernment in prioritizing requests and availability. Handle last minute scheduling with tact and diplomacy to maintain constructive relationships.
- Use independent judgement to respond to inquiries from the highest levels of the Foundation, University, alumni, sponsoring agencies and corporate entities.
- Organize meetings using advanced features of Microsoft Outlook.
- Compose, edit, and distribute letters, memos, contact reports, briefings meeting minutes and proposals. Assist with preparing and distributing financial reports and strategic plans.
- Prepare presentation materials using PowerPoint.
- Collaborate with Prospect research to secure confidential biographical and financial information on prospective donors, alumni, etc. Conduct research, for Advancement staff and some key donors.
- Assist with special projects as assigned.

Manage Travel

- Create options for proposed trips, coordinate with travel agency to obtain alternate itineraries, comply with event specifications, if any (i.e., specific airline, hotel, etc.).
- Communicate itinerary details to Director, event sponsors, and others as appropriate.
- Demonstrate a high degree of attention to detail to effectively coordinate all aspects of travel, including flights, hotels, rental cars, while coordinating with others that are traveling.
- Obtain security clearances and passes as appropriate.
- Adapt quickly to last minute changes in Itinerary and communicate changes to all parties in an efficient manner.

General Office



- Answer phones, make copies, maintain electronic and paper filing systems.
- Provide support as directed to various Norman Advancement staff.
- Process and track business office forms and prompt payments.
- Maintain knowledge of overall Norman Advancement operations.
- Maintain Norman Campus Advancement training materials.

Perform related responsibilities as required or assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Demonstrated customer service orientation and a true team player.
- General office skills such as multi-line phone, copying, filing, faxing, and mail.
- Advanced composition and proofreading skills.
- Ability to organize, format and design attractive reports and presentations.
- Must be proficient in Microsoft Office.
- Advanced skills in calendar and meeting management using MS Outlook.
- Advanced MS PowerPoint skills.
- Compose correspondence, produce reports, and complete work within deadlines.
- Proficient navigating and maintaining databases.
- Detail oriented for accuracy of data and information.
- Highly organized with ability to handle multiple projects and deadlines.
- Able to balance multiple and varied tasks, including interruptions.
- Highly adaptable and responsive to unexpected shifts in workload or focus.
- Able to take the initiative to solve problems.
- Able to communicate well and build rapport quickly with donors and staff.
- Able to work well with interdepartmental teams and initiatives.
- Must be able to maintain confidentiality and to protect and manage confidential information or documents.

Occasional overtime, evenings and/or weekend work required.

Education/Experience

- Associates degree and 36 months experience supporting an executive.
- Equivalent combination of education and experience will be considered.

Preferences

- Strong preference for four years previous experience providing high-level executive support.
- University experience preferred.
- Experience in development or similar area, such as marketing or sales preferred.

SALARY RANGE:

Salary commensurate with experience.