

Administrative Assistant North Central State College Foundation

Monday – Thursday, 9 AM – 4 PM
(24 hours/week)

North Central State College is accepting resumes for a part-time Administrative Assistant in the North Central State College Foundation.

Essential duties/responsibilities include but are not limited to:

Administrative Support

- Provide exemplary customer service on the phone including triaging calls, making calls and scheduling appointments for the Executive Director, as needed
- Schedule appointments and meetings via Outlook, and attends when applicable
- Enter and keep up to date donor data and demographics via online database
- Collect and analyzes data for reports
- Create requisitions/invoices/department forms/ and daily receipts
- Draft, route for Exec Dir signature, and mail stewardship and thank you letters for all donations
- Support hiring and oversight of work study students
- Advise supervisor of any problems or situations needing attention
- Assist with budget proposals
- Inventory/maintain supplies, cards for mailings, prospecting folders, and donor communication materials
- Route incoming mail and prepare outgoing mail
- Draft, proofread, file, and duplicate routine correspondence, reports, brochures, and prospecting materials
- Ensure room set up for meetings, luncheons, dinners, and events
- Other duties as assigned

Foundation Operations/Events

- Assist in the planning, tracking, organizing, and implementation of NCSC Foundation events
- Establish rapid rapport with new contacts (donors, volunteers, Trustees, prospects, etc.)
- Assist in gift processing, mailing thank you letters, and the accuracy/integrity of donor and gift data
- Support coordination and communication of Foundation and College activities
- Attend and actively participate in department and College meetings when applicable
- Schedule facilities for Foundation meetings/events
- Secure live and silent auction items when needed for events and purchase supplies, decorations, etc.
- Engage and oversee volunteers in resource development activities, including at events, to reduce costs
- Other duties as assigned

Foundation Board and Meeting Support

- Coordinate Board meetings, including Outlook appointments, room reservations, printed materials, and power point presentations, Assist with annual reports
- Oversee function of equipment in classrooms, including power point presentations, mics, and flip charts
- Take meeting minutes at Board and other Foundation meetings
- Ensure room set up for meetings, luncheons, dinners, and events
- Compose, type, proofread, and duplicate routine correspondence, memos, reports, brochures, etc.
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- **Education:** Associate's degree in Office Administration/Business Management preferred
- **Experience:** Two years related experience

Please express your interest in this position by submitting a letter of application and resume to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: www.ncstatecollege.edu. Click on *Info For* then *Job Seekers*

Review of resumes to begin 1/22/18 and until filled