

JOB POSTING

Administrative Assistant to the Vice President For Institutional Advancement

The Administrative Assistant to the Vice President for Institutional Advancement (VPIA) holds a full-time position and provides clerical and administrative support for the institutional development and advancement processes.

The Administrative Assistant to the VPIA reports directly to the VPIA and must perform advanced secretarial skills to include: Keyboarding, using microcomputer and recent editions of common application software such as Microsoft Office Suites (expertise with MS Excel, Word, Outlook, and PowerPoint a must).

The Administrative Assistant to the VPIA must be highly organized, possess the ability to create and maintain a database, organize and present information in tables, charts, spreadsheets, etc., along while exhibiting the appropriate level of collegiality and actively demonstrating esprit de corps.

QUALIFICATIONS

Associates degree or certification in office administration or related field required. Bachelor's degree in office administration or related field preferred.

Proficiency in the following software programs required: MS Word, Excel, Outlook, and PowerPoint.

A minimum of three years full time administrative support duties related to the field of education required with a minimum of five years preferred.

Experience with Colleague (or like system, such as Banner) preferred.

TO APPLY:

- Please send by email to etemple@stillman.edu and lgoins@stillman.edu.
- A cover letter addressing the candidate's interest in and qualifications for the position.
- Resume.
- Completed Stillman Employment Application (available for download at <http://www.stillman.edu>) under "Quick Links" at "Employment".