

**Administrative Assistant to Executive Director, Foundation/Institutional Advancement
and Foundation Board of Directors**
(Classified Bargaining Unit)
(Range 36)

DEFINITION

The Administrative Assistant to Executive Director, Foundation/Institutional Advancement and Foundation Board of Directors is responsible for assisting the operational and fundraising activities of the Cuesta College Foundation and the Institutional Advancement Office. This position is the first point of contact by alumni, donors and the community and works with internal and external constituents on behalf of the Foundation/Institutional Advancement office.

The Administrative Assistant, under direction, relieves the Executive Director of routine administrative details. The Administrative Assistant is responsible for assisting the daily operations of the Institutional Advancement office, performing a variety of administrative and confidential duties for the Executive Director and Foundation, and provides administrative support of a complex and responsible clerical nature. The Administrative Assistant provides administrative support for the Foundation Board of Directors and acts as the liaison with faculty, staff, donors and community members for the Executive Director and the Board of Directors. The Administrative Assistant's duties normally require access to confidential alumni, volunteer and donor information that is used to significantly contribute to the development of the Foundation; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents serving in this position provide high level administrative support in a complex environment to ensure the fulfillment of the responsibilities and commitments of the Foundation, Institutional Advancement Office, Executive Director and Foundation Board of Directors using independent judgment with minimal direction and supervision. This position requires an elevated level of initiative, accountability and analytical skills to perform the essential tasks.

Responsibilities include development and implementation of departmental and nonprofit policies that relate to operations, budget and personnel management. The work involves independent judgment in the management of the functions of the office, including routing, follow-up and priority of paperwork. The major responsibility is to relieve the Executive Director of considerable detail in the day-to-day operations of the department, including the resolution of problems not requiring his/her personal attention, and upon assignment, giving information to employees in the implementation of decisions, directions and policy of the Foundation. The position is responsible for cultivating relationships with donors and the community on a daily basis. Work direction is exercised over volunteers, clerical and staff support personnel; and does related work as required.

The incumbent in this position supports institutional effectiveness by facilitating advancement practices that encourage and engage internal and external support of Cuesta College.

ESSENTIAL FUNCTIONS

- Organize and coordinate office functions, activities, and communications to assure efficient and effective office operations; maintain office supplies, operate office equipment including

computers and applicable computer software including scheduling, email, word processing, spreadsheets, presentations, data base management;

- Perform complex duties supporting the Executive Director, performing a wide variety of secretarial and administrative tasks including researching and compiling data and reporting on assigned tasks; maintain Executive Director's calendar; scheduling and securing meeting facilities;
- Establish and maintain effective and responsible working relationships and communication with the public, donors, board members, students, faculty, staff, administration and county/state officials; greet the public, answer phones, and provide routine information;
- Provide assistance to the Foundation Board; coordinate, prepare, review and distribute: agendas, minutes, supporting materials, reports, follow-up reports, and record and document actions as assigned for the Board and other committees; maintain official record of Board minutes; and respond to individual requests by board members;
- Attend regular and special Board meetings, Board committee meetings and perform a variety of secretarial and administrative assistant duties for the Executive Director and Board President;
- Maintain working knowledge of the district and non-profit regulations, standards and policies (Ralph M. Brown Act and Robert's Rules of Order);
- Provide support to the independent auditors, compiling and developing necessary narrative data in preparation for the annual audit;
- Prepare conference and travel requests, make arrangements for travel and accommodations, and assist in submitting travel claims according to established procedures for the Executive Director;
- Assist the Executive Director with keeping record of staff calendars; hours, leaves and review leave forms for approval;
- Schedule, attend and participate in a variety of administrative and committee meetings; prepare and distribute agendas; take and transcribe notes; prepare minutes and reports for review;
- Perform research, data review, draft reports and correspondence and conduct contract administration;
- Research, analyze and prepare information on a variety of topics for dissemination to the public through various communication and media outlets;
- Manage daily incoming cash flow; including financial information and transactions that need to be documented, reported and analyzed. Act as a back-up to the Accounting Technician in making deposits;
- Coordinate or assist in the coordination of Foundation/Institutional Advancement activities and events as assigned;
- Compose correspondence independently; compile and type letters, reports and statistical data as directed; schedule meetings and appointments; prepare status reports and track progress of staff assignments for the Executive Director;
- Assists with recruitment and training of staff and volunteers;
- Work confidentially with discretion on sensitive and private information;
- Perform tasks on a variety of office computer equipment and applicable software;
- Open, sort, and distribute incoming mail; and
- Perform other related duties as required.

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QUALIFICATIONS

Education:

Required

- Bachelor of Science/Arts degree in business, business administration, computer information systems or related area of study and a minimum of two years of increasingly responsible experience.

Experience:

Required

- Four years increasingly responsible experience with demonstrated effectiveness in business management or event management/administration in non-profit or educational settings; demonstrated organizational skills; including experience in secretarial and clerical responsibilities working in a lead capacity.

Knowledge of:

- College organization, programs, policies, rules and regulations;
- Non-profit compliance and fundraising;
- Principles of report writing;
- Principles of business letter writing;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, database and/or web based design;
- Correct usage of English, grammar, spelling, punctuation and vocabulary; and
- District policies and procedures;

Ability to:

- Work in an office environment with constant interruption;
- Requires some weekend and evening responsibilities;
- Manage multiple conflicting priorities without loss of composure;
- Demonstrates flexibility in the face of change;
- Projects a positive demeanor regardless of changes in working conditions;
- Determines the appropriate allocation of time;
- Balances conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet critical deadlines;
- Demonstrates the ability to foresee problems and prevent them by taking action;
- Utilizes analytical skills and a broad understanding of the business to effectively interpret needs;
- Uses high quality, professional oral and written skills to project a positive image of the District and Foundation;
- Interacts professionally with the community, donors, Board Members, students, faculty, staff and administration and county and state officials at all times;
- Promptly responds to requests with accuracy and a courteous demeanor;
- Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills;
- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction;

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- Works as a competent member of the team, willingly providing back-up support for staff when appropriate and actively supporting group goals;
- Swiftly refers problems/issues to the appropriate person(s) when necessary;
- Works effectively without constant and direct supervision or guidance;
- Lift and/or carry 25 pounds.
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year or must be continuously current):

Required

- Minimum 50 wpm Keyboarding/Typing certificate
- Valid driver's license and eligible to obtain California driver's license upon hire

CCCUE Approval: 07/13/2015
Board of Trustees Approval: 08/05/2015

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