



Position Announcement

September 19, 2022

Administrative Assistant North Central State College Foundation Monday – Friday, 7:30 AM – 5 PM

North Central State College is accepting resumes for a full-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 Vice President and Managers, 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
- Support Workforce Development, including tracking apprentices, and all expenditures and revenue
- Create requisitions/invoices/department forms/ donor gifts, and daily receipts
- Draft, route for Vice President 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
- Prepare outgoing mail and track it in eTapestry
- Draft, proofread, file, and duplicate routine correspondence, reports, brochures, and prospecting materials
- Schedule and ensure meetings are set, with room set up, 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, with proactive approach
- 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

- Assist with coordinating 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.
- Compose, type, proofread, and duplicate routine correspondence, memos, reports, brochures, etc.
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- **Education:** High school diploma required; Associate's degree in Office Administration/Business Management or related 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 10/3/2022 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.