

Sul Ross State University

Position Description

Official Title: Administrative Assistant/Database Manager **Salary Group:** 10 **Job Code:** 4011
Office of Development & Alumni Relations

Summary

Function: Provides highly skilled administrative assistance and database management in the Office of Development and Alumni Relations.

Scope: Manages preparation of high priority and sensitive materials; exercises independent judgment in a wide variety of routine and complex office decisions.

Duties

Essential:

- Assists the Development/Advancement and Alumni staff with daily office operations and provides occasional assistance to the President's office.
- Works closely with Alumni, Development, Marketing & Communications, and the President's offices.
- Provides technical and strategic leadership for the management of the Advancement module within Sul Ross State University's Banner Database.
- Implements organizational strategies, policies and practices related to use of the Advancement module including records management, gift processing, prospect development, and reporting.
- Responsible for accurate data analysis and management of all charitable transactions.
- Assigns and reviews work of small clerical staff; prepares and/or verifies documents for accuracy such as contracts and Board of Regents Reports; composes correspondence; compiles complex reports which may include research, calculation, and composition; requisitions and maintains supplies of materials; provides individuals and general public with information policies and procedures; may make arrangements for travel, meetings, and special programs; operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management; maintains development and alumni web pages.
- Arranges appointments and manages correspondence for the Office of Development and Alumni Relations.
- Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure.

Given: Supervises student and other classified employees.

Education

Required: Bachelor's Degree

Preferred: Bachelor's Degree and experience managing office operations

Experience

Required: Two years related office and database experience or training. Excellent communication and interpersonal skills, political astuteness, and a strong customer service orientation.

Preferred: Four years related experience including Banner, with part at SRSU or other university. Demonstrated knowledge of principles and practices of gift entry and administration, database and records management, event planning, and prospect development.

Equipment/Skills

Required: Standard office machines; advanced computer skills. Ability to exercise decisiveness and good judgment in situations requiring the evaluation of information to reach creative solutions; Ability to use discretion, exercise good judgment, tact, and diplomacy, and maintain strict confidentiality.

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: January 2018