

# SAMPLE JOB POSTING

Posting Title: Administrative Assistant

Description:

Market Title: Administrative Assistant Associate  
Department: Flint VC for Institutional Advancement – Development Office  
FLSA: Non-Exempt  
Salary Range: Minimum Salary is \$27,000 annually  
Pay Grade: (use in place of Salary Range for bargained for jobs & delete if not applicable)  
Hours/Week: 32 Hours  
Shift/Hours/Days: Days/8 am – 4:30 pm/Tuesday through Friday  
Part-Time: Yes (delete this line if position is full time)

*Note: A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position, as well as your salary requirements.*

The qualified candidate will be responsible for providing clerical and administrative support in a fast paced, customer service oriented environment to assigned staff in the Flint Office of Institutional Advancement – Development Office. Duties include:

- Prepare and edit correspondence.
- Update donor database and compile monthly and ad hoc reports.
- Assist with fundraising campaigns.
- Assist in planning and preparing for special events.
- Coordinate travel arrangements and create itineraries.
- Answer telephone calls and respond to inquiries from staff, campus community and general public.
- Appointment scheduling.

**Imagine the difference you can make. Our Development team solicits donations from individuals, corporations, and foundations to promote learning, research, and education at the University of Michigan-Flint. Our development officers represent each of the four units on campus and provide fund raising leadership to complement, encourage, and support university-wide efforts to achieve comprehensive objectives for generating financial resources to support students, faculty, and staff. To learn more about us, visit our webpage at [Office of Vice Chancellor for Institutional Advancement](#)**

The total compensation package includes:

- Competitive pay.
- Two for one retirement contribution matching to a maximum of 5% of eligible base salary with immediate vesting
- Large variety of health insurance options
- Generous paid time off program in addition to standard holidays.
- Tuition support program is available with departmental approval after six months of employment.
- The University also offers a wide variety of staff development and training courses for learning new skills or advancing existing ones.

Requirements:

*Note the competencies*

*In the qualifications*

- technical ability
- computer skills
- team skills
- multi tasking skills
- customer service, interpersonal and communication skills

*Adding Desired Qualifications can help you separate the outstanding Candidate from the average one.*

## **Department Minimum Qualifications:**

- Three to five years progressively responsible secretarial/administrative support experience in a corporate or academic environment.
- One year experience with MS Word, Excel and PowerPoint.
- Demonstrated ability to exercise discretion with highly sensitive and confidential information is mandatory.
- Demonstrated ability to work in a team environment.
- Demonstrated multi tasking skills and ability to organize workload are essential.
- Strong customer service, interpersonal and communication skills are critical.

## **Desired Qualifications:**

- Demonstrated ability using DAC or Business Objects.
- One to three years of Development office experience.
- Knowledge of University policies, procedures and computing and data storage systems.