

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ADVANCEMENT ASSISTANT

Salary Range 13

BASIC FUNCTION:

Under the direction of the Executive Director of Institutional Advancement and Foundation, perform a variety of duties in support of institutional advancement functions including media relations, community relations, legislation advocacy, marketing, advertising, publications and graphic standards; supports Antelope Valley College Foundation working with Board of Directors attending and taking meeting minutes, coordinating events and working with donors to the College; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists in providing technical information concerning the College's graphic identity program and conducting publication reviews for spelling, grammar and appropriate application of graphic elements. (E)
- Assists potential and current donors to the AVC Foundation to complete paperwork, provides information regarding the Foundation and the College. (E)
- Maintains inventory and orders supplies, equipment, and materials as needed; coordinates purchases with vendors and obtains estimates. (E)
- Receives and screens telephone calls and visitors; provides information and direct inquiries and visitors to the proper person or office; provides technical information concerning policies, procedures, rules, regulations and activities of assigned program or office. (E)
- Composes correspondence, prepares letters, memos and forms, requesting or providing information. (E)
- Prepares, types, proofreads and duplicates a variety of items including proposals, contracts, reports, agendas, minutes and other documents. (E)
- Coordinate schedules and assist in communicating to others regarding meetings, appointments, activities or announcements; schedule meetings for supervisors; assembles, types, and duplicates required background materials; generates mailings lists, invitations, receives RSVP's; coordinates events/speakers, reserves rooms, orders food, prepares agendas, programs, sets up information tables and attends events. (E)
- Takes and transcribes minutes for Foundation Board of Directors and a variety of other committees as assigned. (E)
- Collects and accounts for fees and other monies received as assigned, including record-keeping and tracking of donors to the Antelope Valley College Foundation, the non-profit fund raising arm of the College; monitors and maintains office or program budget according to established guidelines; type requisitions and processes invoices according to established procedures. (E)
- Operates computer equipment to enter and retrieve data, maintain records and generates reports; utilizes word processing and other software as required. (E)
- Provides work direction and guidance to student assistants, volunteers, and other clerical personnel as assigned. (E)
- Operates a variety of office machines including a typewriter, computer terminal, calculator, copier, transcription equipment and other equipment as required.
- Serves as office manager for the Office of Institutional Advancement and Foundation. (E)
- Provides direct support to the Executive Director of Institutional Advancement and Foundation maintaining correspondence, calendar, meetings, and other support activities. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by courses in office practices and two years of increasingly responsible clerical experience.

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Receptionist and telephone techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment and applicable software.

Letter and report writing techniques.

ABILITY TO:

Plan, schedule and perform a variety of responsible and technical clerical and typing work in support of an assigned District function.

Provide work direction and guidance to student assistants and other clerical personnel as assigned.

Add, subtract, multiply and divide quickly and accurately.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Communicate effectively both orally and in writing, including proofreading and editing documents.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Prioritize assignments and handle multiple projects.

Maintain records and prepare reports.

Type at 45 words net per minute.

Understand and follow oral and written directions.

Operate a variety of office equipment such as a computer, copier and others as assigned.

Work under pressure with frequently changing deadlines.

Work evenings and weekends upon request.

Work independently and follow through on assignments with minimal direction.

Apply discretion in dealing with confidential matters.

Collect and relay information accurately and with diplomacy.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers - no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, Board of Trustees, Foundation Board of Directors, and community members, artists, business leaders, alumni, faculty, students, vendors, publishers, and the general public.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve and maintain files.

Loading and unloading event materials in remote campus or off-campus locations.

WORKING CONDITIONS:

Office environment.