POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Faculty Projects Assistant, Health Sciences
DEPARTMENT: Office of Advancement
POSITION NUMBER: 00222939
GRADE: 5 EFFECTIVE DATE: October 10, 2013

JOB SUMMARY:
Reporting to the Executive Director of Development & Partnerships, Faculty of Health Sciences, the incumbent works with the Faculty of Health Sciences Development team to provide administrative support in executing their annual and long-term fund-raising objectives in the faculty.

KEY RESPONSIBILITIES:

- Provide administrative support to the Faculty of Health Sciences Development team, including scheduling meetings, distributing documentation, recording minutes, liaising with volunteers, donors, faculty and staff.
- Assist in the planning of special events associated with campaigns and annual fundraising objectives. Includes making recommendations for the most cost-effective route and planning the logistics and event schedule. Work with special event staff in Alumni Relations, Central Development and Stewardship and communications when planning events. Perform Data compilation from Advance, liaise with suppliers, faculty and staff, volunteers, prospects and donors, prepare mail merges for invitations, prepare table cards, name tags, RSVP lists and any other materials required.
- Respond to miscellaneous requests from staff in each of the three disciplines. For example, investigate biographical information and gift details for preparation of acknowledgement letters.
- Assist with travel arrangements for the team. Perform basic financial and accounting duties as needed in support of the office, such as invoicing, preparing travel expenses, departmental requisitions, journal entry forms, purchase orders and processing casual payroll.
- Plan and execute direct mail solicitations as well as request information downloads and reports for faculty use. Includes gathering of quotes/deadlines from Advancement Business office, Printing and other suppliers and making recommendations on the most cost-effective route. Liaise with volunteers, faculty and staff to coordinate solicitations (class mailings); prepare and collate solicitation material, campaign packages (letters, pledge forms); perform data compilation from BSR, obtain appropriate codes through Advancement Help Desk; mail merges for

letters, pledge forms, envelopes; queries/updates on the BSR system (gift account information, contact reports, notes, interest/activity codes).

- Provide superior computer support to prepare professional reports, proposals, presentations, letters and invitations for university administration, volunteers, top donors and prospects. Assist with collection of prospect data and coordinate requests with the Development Research Unit.
- Assist in planning reunion weekend events, class mailings and follow-up.
- General office duties: Administer filing system and work with students for general office records and files, track vacation and attendance.
- Undertake other duties as assigned.

REQUIRED QUALIFICATIONS:

- 2 year post-secondary training or equivalent combination of education and experience.
- Training in office administration.
- Experience in a service-oriented administrative office in a coordinating role and proven ability to deal with clients and suppliers.
- Basic book keeping skills.
- Proficiency with Microsoft Office, word-processing, spreadsheet and Advance database packages, internet tools and graphic presentation software.
- Demonstrated experience in a demanding work environment with multiple sources of work assignment, requiring attention to details/resources, quality/efficiency as well as the ability to work independently.
- Ability to participate effectively as part of a team.

SPECIAL SKILLS:

- Strong interpersonal and communication skills for speaking on the telephone and in person to alumni, students, parents, faculty and staff; the ability to answer concerns accurately and with empathy.
- Excellent writing and interpretive skills to prepare correspondence, record and transcribe minutes, edit publications.
- Excellent organizational and time management skills, with the ability to take the initiative to improve efficiency and to juggle conflicting priorities to work within tight timeframes.
- Ability to master new technological developments and computer programs as they are implemented.
- Ability to maintain confidentiality.
- Fund raising techniques considered an asset.
- Knowledge of Queen's history, administration, financial procedures and governance is an asset.

DECISION MAKING:

- Determining priorities within time constraints. Decide how to best coordinate time and effort between various programs.
- Assist in the design and production of administrative, promotional and solicitation material.
- Recommend efficient administrative procedures and promotional and solicitation material.
- Know when to seek support from resources as required.

SIGNATURES:

	Date
Incumbent	
Manager	
Department Head/Director or Designate	