

POSITION VACANCY ANNOUNCEMENT

Applications are invited for consideration for the following position:

LOCATION: Binghamton University Alumni Relations	APPOINTMENT TITLE: Project Staff Assistant
SALARY RANGE: \$35,000-\$40,000	LOCAL TITLE: Alumni Relations Assistant
IF PART-TIME, % OF TIME: _____	THIS POSITION IS: <input type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT

DUTIES AND RESPONSIBILITIES

The Project Staff Assistant is a professional institutional advancement position within the Binghamton University Alumni Relations Office. The position requires a high level of independence and confidentiality and reports directly to the Senior Director of Alumni Relations. The position provides support to the senior director, associate and assistant director of alumni relations.

Works independently with a high level of initiative in drafting correspondence, minutes, reports, agendas, etc., as needed in the general course of business. Attends various meetings to take minutes which are transcribed and distributed appropriately. Provides extensive telephone and high volume of e-mail communication (50-75 daily) regarding a variety of programs and projects. Drafts some correspondence and sets up appointments and meetings. Schedules travel arrangements and appropriate trip itineraries. Provide support as needed for on and off campus events.

EDUCATION AND EXPERIENCE REQUIRED

Bachelor's degree required. Must be highly organized, detail-oriented, creative, service oriented, collegial, flexible, team-oriented and adept at handling several projects simultaneously. Excellent computer skills including proficiency with Excel, mail merges and mailing lists. Excellent verbal and written communication skills are essential. Must be able to prioritize and execute projects/events independently. Meet deadlines.

ADDITIONAL INFORMATION

Some evening and weekend work/travel will be required.
Send a letter of interest, resume and three references to Barbara Kachmar <bkachmar@binghamton.ed>.

Persons interested in the above position should submit a resume along with a letter of application to the following:

Closing Date for receipt of applications:
May 11, 2012

Name: Barbara Kachmar
Department: Alumni Relations Office
Address: Binghamton University
PO Box 6000
Binghamton, NY 13902
Email: bkachmar@binghamton.edu

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