



The Research Foundation for

The State University of New York at Binghamton University

# POSITION VACANCY ANNOUNCEMENT

Applications are invited for consideration for the following position:

<b>LOCATION:</b> <u>Watson School Dean's Office</u>	<b>APPOINTMENT TITLE:</b> <u>Administrative Assistant I</u>
<b>SALARY RANGE:</b> <u>\$14 per hour, 20 hours per week</u>	<b>LOCAL TITLE:</b> <u>Development Administrative Assistant</u>
<b>IF PART-TIME, % OF TIME:</b> <u>50%</u>	<b>THIS POSITION IS:</b> <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NONEXEMPT

## DUTIES AND RESPONSIBILITIES

The primary responsibility is to support the Major Gift Officer/ Liaison to the Watson School (MGO) as needed, in all administrative and research activities. The Administrative Assistant (AA) will prioritize office workflow and responsibilities to maximize efforts of the MGO. Specific duties include:

- composing/typing/formatting/editing correspondence, proposals and reports
- retrieving information, preparing documents/reports, and initiating large volume mail merges
- updating constituent computer records
- processing gift documentation according to required procedures
- arranging appointments/ travel/ meetings and performing regular electronic calendar updates
- preparing travel reimbursements using Oracle
- assisting with event planning and execution
- completing clerical tasks such as filing reports and papers, answering telephones and fielding inquiries, ordering supplies, efficiently running the office and other related projects as assigned

## EDUCATION AND EXPERIENCE REQUIRED

A successful candidate must be able to use tact and diplomacy and maintain a high level of confidentiality. The candidate will be able to work independently as well as a member of the team and must be able to manage multiple priorities. The candidate must be able to work effectively with alumni and corporate leaders, administrators, board members and volunteers, faculty and staff, friends and community members to assure the success of this growing outreach effort. Associates degree preferred. A working knowledge of MS Office specifically WORD, OUTLOOK, and EXCEL is required and experience with Oracle and Millennium helpful.

## ADDITIONAL INFORMATION

The AA will work closely with personnel in the Dean's Office, Watson School, Binghamton University Foundation and beyond. Interested candidates should submit a cover letter, resume, and the names and contact information for three professional references in a PDF to [mkopyar@binghamton.edu](mailto:mkopyar@binghamton.edu).

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



**Name:** Mary Jo Kopyar  
**Department:** Watson School Dean's Office  
**Address:** Binghamton University  
 PO Box 6000  
 Binghamton, NY 13902  
**Email:** [mkopyar@binghamton.edu](mailto:mkopyar@binghamton.edu)

**Closing Date for receipt of applications:**  
 June 15, 2012

The Research Foundation is an Equal Opportunity/Affirmative Action Employer. Personnel are chosen on the basis of ability without regard to race, color, ethnic origin, national origin, religion, sex, sexual orientation, age or disability in accordance with federal and state laws.