Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Executive Assistant – Alumnae Relations and Development

Classification: Exempt

Reports to: Vice President, Alumnae Relations and Development and Senior Director of Alumnae Relations and Development when VP is traveling

Job Summary/Objective: Provide administrative management for the Vice President and Senior Director of Alumnae Relations and Development.

Position Type/Expected Work Hours: M-F 8:30 am to 5:00 pm, with flexibility for possible evenings, weekends, and/or holidays as needed for event preparation, special projects, etc.

Supervisory Responsibility:
- Administrative Assistant, office assistants and student workers, as assigned.

Essential Responsibilities:
- Supports the responsibilities of the Vice President and Directors:
  - Answer VP's phone and maintain appointment schedule by planning and scheduling meetings, conferences and teleconferences
  - Coordinate travel for VP and Senior Director (obtaining airline tickets, car rental, cash advance, typing travel itineraries, etc.)
  - Ensure smooth operations of AR&D office, including customer focused service and efficient practices and procedures
  - Assist in maintaining relationships with Board members and key donors
  - Provide support to Board committees staffed by VP
  - Organize and ensure staffing of all meetings for AR&D councils and committees
  - Take notes and prepare official minutes of all AR&D meetings, as requested
  - Draft and distribute correspondence on behalf of VP and Directors of AR&D (transcribing, typing and processing correspondence-including mail merge letters)
  - Prepare reports, goals and objectives, and other complex documents

- o Coordinate office administrative functions to include, but not limited to, office supplies, phone coverage, maintenance requests, IT & telecom needs, vacation calendars, contact lists, Emergency Plan
- o Enter VP's call reports into College database
- o Serve as a liaison for AR&D to other departments of the College
- o Work with President's Office to arrange events/travel for AR&D when President's attendance is required
- o Establish and maintain filing system for office & maintain filing system for donor records
- o Work on various proposals and projects, as assigned
- o Support and work with other team members on administrative projects/mailings
- o Assist in planning and execution of special events on campus, as needed (invitations, registration, tracking responses, correspondence, schedules, packets, related business)

Required Qualifications:
- High School diploma or equivalent
- Belief in the mission of and commitment to the long term sustainability of Sweet Briar College, and in the importance of women's colleges
- Five or more years of executive level administrative support experience or the equivalent
- Proficiency in Microsoft Office Suite, PowerPoint, Word (particularly Mail Merge proficiency), Excel, and also Adobe
- Experience using Mac OS and Windows 10 (desktop publishing a plus)
- Thrives in a fast paced environment while multitasking
- Ability to work effectively with diverse personalities and communication styles
- Ability to establish and meet goals and deadlines both independently and as a team
- Detail oriented, and excellent written and verbal communication skills
- Proficiency with, or willingness to learn to use, Banner software
- Must maintain confidentiality of information and a professional demeanor
- Strong critical thinking and problem solving skills

Preferred Qualifications:
- Associate's Degree or higher preferred
- Notary Public Commission in Commonwealth of Virginia or willingness and ability to become a Notary Public

Work Environment: Comfortable working on a computer for the majority of your work day, primarily in an office environment although some outdoor set up for events and special projects may be needed. Occasional weekend, evening, and holiday work required.

Physical Demands: Ability to lift 35lbs; extended periods of sitting/standing may be required. Will deliver packages and items around campus.

Travel: None

Deadline for Submission: Review of applications will begin immediately and continue until the position is filled.

May 2018

Other duties- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a Sweet Briar College employment application, cover letter, résumé and three professional references to ARDAssistant@sbc.edu.