



## **Vacancy Announcement**

### **Administrative Assistant**

Division of Corporate and External Affairs

The Alumni Affairs Assistant will work directly with the Office of Philanthropy & Strategic Development, to plan, execute and evaluate the VUU's Institutional Advancement & Alumni Relations activities. The Assistant will be expected to complete a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills and attention to detail. The assistant should be comfortable working independently, while maintaining communication with the Advancement & Alumni Relations team. Work will adhere to the Office of Philanthropy & Strategic Development and VUU's organizational guidelines.

#### **Duties and Responsibilities:**

- Responsible for scheduling appointments with prospects, donors, and Advisory Board members;
- Play an active role in supporting and coordinating activities for the department.
- Assist with coordination, promotion, and execution of alumni, parent, student and donor events
- Provide support for special projects as needed.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Uphold Virginia Union University's mission through work performed.

#### **Qualifications:**

- High School diploma required
- Business Administration degree preferred
- At least 3 years of work experience
- Strong organizational and communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Reliable
- Ability to Multitask
- Deadline oriented
- Must be able to work some weekends

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

*Posted: <date>*