



## POSITION ANNOUNCEMENT

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<b>JOB TITLE</b>	<b>ADMINISTRATIVE ASSISTANT I</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>DEPARTMENT/UNIT</b>	<b>OFFICE OF ADVANCEMENT, UB-NORTH</b>
<b>REPORTS TO</b>	<b>DIRECTOR OF ADVANCEMENT, UB-NORTH</b>
<b>SUMMARY:</b> The Administrative Assistant I for the UB-North Advancement office reports directly to the Director of Advancement and is responsible for supporting duties and responsibilities of the Division.	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Administrative Assistant I, Office of Advancement, UB North is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"><li>➤ Assist with maintaining the development and Alumni Affairs database;</li><li>➤ Assist with data entry for updating and adding new records;</li><li>➤ Answer phone calls from donors and Alumni;</li><li>➤ Maintain advancement office calendar coordinating events between Alumni Affairs, Development, Marketing and other campus offices;</li><li>➤ Assist with the UB-North Alumni phonathon campaigns;</li><li>➤ Assist with organizing for the UB Alumni Association: Grand Bahama Chapter;</li><li>➤ Assist with processing gifts coming into the department;</li><li>➤ Assist with maintaining accurate records for campaigns in the Advancement Office;</li><li>➤ Maintain donation memo folder;</li><li>➤ Maintain Alumni Affairs contacts;</li><li>➤ Prepare purchase requisitions for the Department;</li><li>➤ Monitor social media presence as requested by Director of Advancement, UB-North;</li><li>➤ Maintain photo archives for marketing efforts;</li><li>➤ Create and maintain donor and Alumni files;</li><li>➤ Assist the Director with special projects;</li><li>➤ Inventory of office supplies and other items as necessary;</li><li>➤ Perform additional responsibilities as assigned.</li></ul>	
<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"><li>➤ Demonstrated time management skills.</li><li>➤ Skilled in Microsoft Office and Google Suite.</li><li>➤ Must have knowledge of office administrative procedures and the ability to operate standard office equipment.</li><li>➤ Must have ability to maintain absolute confidentiality and professionalism.</li><li>➤ Excellent verbal and written communication skills.</li><li>➤ Must be organized and have the ability to work independently.</li><li>➤ Must be team oriented.</li><li>➤ Basic understanding of social media, website maintenance and Adobe Suite is a plus.</li></ul>	



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### QUALIFICATIONS:

- A Bachelor's Degree in Business Administration or related field with no work experience, or Associate Degree in Business Administration or related field with ten (10) years work experience.

<b>Salary Grade</b>	<b>AS-1</b>
<b>Date Published</b>	<b>April 29, 2022</b>
<b>Application End Date</b>	<b>May 13, 2022</b>
<b>Date to be Removed</b>	<b>May 14, 2022</b>

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

**Email Address:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Subject:** Administrative Assistant I – Office of Advancement, UB-North

**Attn:** Vice President, Human Resources

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant I, Office of Advancement, UB North.*