

May 2008

Administrative Assistant – Advancement Office

POSITION DESCRIPTION

The Advancement Office Administrative Assistant works as a member of the Advancement team in the general administration of all McQuaid Jesuit High School's fundraising activities. These activities include administering the primary donor database and other related applications, the Corvette Raffle, Magazine Drive, President's Reception, and other fundraising events. This is a full-time position with some event-oriented, after-hours requirements.

PRINCIPAL RESPONSIBILITIES

- Database administration of all financial contributors including data entry, billing, and some report generation
- Assist in department mailings, filing and general administration
- Assist in coordination of Knights' Council Dinner and President's Reception
- Assist in coordination of the various raffles held throughout the year
- Assist in administration of Magazine Drive
- BASH activities including, but not limited to, cataloging, form development, create and maintain volunteer database, supplies coordination, and assisting with the preparation of other auction events..

SKILL REQUIREMENTS

Experience working with various office software packages (e.g. MS Word, Excel, PowerPoint, MS Publisher), have the ability to use the software proficiently.

Strong organizational skills and the ability to balance multiple projects in an efficient and effective manner

Feel comfortable interacting with students, teachers, parents and our "customers" in person and on the phone.

Flexibility in scheduling; due to the "event specific" nature of the position, must be willing to work hours outside of regular business days including night/week-ends when necessary

Position is full-time with benefits provided.

Position Available: As soon as possible

Job Location: McQuaid Jesuit High School
1800 South Clinton Avenue
Rochester, New York 14618

Reply To: Mary Ellen Suter, HR Specialist

FAX: (585) 256-6171

Email: mesuter@mcquaid.org