

Advancement Administrative Assistant

The College of the Ozarks is seeking a highly organized, detail-oriented **Advancement Administrative Assistant** to support our Advancement team and play a vital role in donor relations, office operations, and event coordination. This position provides comprehensive administrative support to the Director of Advancement while overseeing the daily activities of student office assistants.

If you thrive in a fast-paced environment, enjoy working with people, and have a passion for organization and service, we encourage you to apply.

Position Overview

The Advancement Administrative Assistant reports directly to the Director of Advancement and serves as a key member of the Advancement Office. This role is responsible for administrative operations, donor gift processing, communications support, student worker supervision, and event coordination.

Key Responsibilities

- Supervise and coordinate the daily activities and responsibilities of student office assistants.
- Develop and maintain student work schedules.
- Monitor student worker grades and communicate with the Dean of Work regarding work assignments.
- Perform a variety of administrative functions, including:
 - Data entry
 - Scheduling and calendar management
 - Internal communications
 - Office operations
 - Supply ordering and inventory management
- Process donor gifts and oversee acknowledgments and receipting.
- Manage incoming mail, phone calls, and general office correspondence.
- Coordinate campus tours and donor visits.
- Assist with Advancement communications, event planning, and logistical support.
- Provide additional support and perform other duties as assigned.

Required

- Minimum of one year of experience in administrative support, office administration, or a related field.
- Valid driver's license.
- Strong organizational and time-management skills.

Preferred

- Bachelor's degree in Communications, Business, Finance, or a related field.
- Class E driver's license or the ability to obtain one within two months of employment.

Knowledge, Skills, and Abilities

Successful candidates will demonstrate:

- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office Suite.
- Ability to learn and adapt to new software applications.
- Strong analytical and problem-solving abilities.
- Effective event planning and project coordination skills.
- Exceptional organization with the ability to manage multiple priorities and deadlines.
- Strong customer service and interpersonal skills.
- High attention to detail, including accuracy in writing, grammar, and mathematical calculations.
- Ability to work independently while contributing positively to a team environment.

Physical Requirements

- Ability to stand and walk for extended periods, up to two hours at a time.
- Ability to effectively communicate verbally and in writing with colleagues, supervisors, donors, and visitors.
- Ability to perform repetitive motions and occasionally lift up to 10 pounds.
- Ability to reach, stoop, read computer screens, distinguish color-coding, and read fine print.

College of the Ozarks is a small (1500 students) liberal arts, work-study college with a commitment to Christian faith and service. The successful candidate will support the Academic, Vocational, Christian, Cultural, and Patriotic mission pillars of the College. This is a full time (year-round) non-exempt position and includes benefits such as paid medical insurance, retirement (403b), and vacation/sick paid time off. The successful applicant must pass a background check. Please submit applications and resumes to Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.