



JOB TITLE: Administrative Specialist to Mid Foundation

JOB CODE: Hourly

Department Name: Mid Foundation
Reports To: AVP of Mid Foundation
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 4, Per ESPA Agreement
Last Revised: May 2019

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

The Administrative Specialist provides administrative and clerical support to enhance the mission of the Mid Michigan College Foundation across a variety of internal and external constituencies.

Primary duties include developing, implementing and maintaining the administrative support and relationship management functions on behalf of the Foundation; planning and coordinating events; developing and maintaining donor and board relations; and special projects. Works directly with Foundation Board members, committee members, volunteers, donors, alumni, friends of the College and staff.

ESSENTIAL JOB FUNCTIONS:

1. Assists and supports the coordination of special events and fundraising activities; on occasion, such work will take place on evenings and weekends
2. Performs administrative tasks for the Foundation, including mailings, database management, data entry, reporting, etc.
3. Schedules and coordinates Foundation Board, committee, and other meetings including making catering arrangements, communications, room reservations, material preparation, minute taking, etc.
4. Assists with verbal and written communications with multiple internal and external stakeholders, to include press releases, correspondence, social media, and other materials as appropriate
5. Assists with the development of Foundation publications. Updates web pages as needed
6. Supports fundraising, donor/alumni relations activities and positive constituent relations by providing excellent customer service through effective communication, a clear understanding of College systems, and displaying enthusiasm for College programs
7. Assists with the donation acceptance process from receiving the gift to recognizing the donor. Assists in maintaining an accurate donor recognition system, ensuring the highest degree of confidentiality at all times. Posts donor contributions and responds to donors in a timely manner
8. Maintains and inputs data for Foundation records including bylaws, minutes, policies, correspondence, etc.
9. Coordinates, collaborates and works effectively with other departments of the College, including the Business Office and Outreach & Advancement
10. Serves as a role model for Mid's mission, vision, values, and customer service initiatives. Adheres to the organization's policies and procedures, and compliance guidelines.
11. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Ability to communicate effectively and relate to others in a positive, professional manner.
- Ability to work in high volume, high traffic, office setting.
- Strong coordinating and prioritizing skills.
- Ability to work in a collaborative and positive manner.
- Ability to type 60 wpm.
- Computer skills including word processing, spreadsheets, and web posting abilities; ability to use and/or learn Ellucian or other scheduling software.
- Ability to take initiative to ensure successful and timely completion of tasks and projects.
- Ability to troubleshoot and improve office processes and procedures.
- Strong detail orientation to ensure accuracy of tasks and projects.

Education, Certification, Licensure:

- Associates Degree required.

Experience:

- One - two years of previous office/secretarial work experience is required.
- One year work experience in a college environment is preferred.

WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment located in Mount Pleasant, MI, however, some travel to the Harrison campus will be expected.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team(s) and supervisor(s) will occur.
- The job requires minimal physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 25 pounds).
- Minimal discomfort due to heat, dust and noise may occur.
- Typical work schedule is 8:00am – 4:30pm with flexible or extended hours as approved by the Associate VP of Mid Foundation.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____