JOB DESCRIPTION

Title: Administrative Assistant (Casual Position, No Benefits)

Department: Provost/Grants Office
Reports to title: Director, Grants Office

Full Time: X Part Time: X Date Prepared: September 10, 2019

Job Group & Level: N/A Regular Daily Work Schedule: to

Pay Type: Weekly X Monthly X Months Per Year: 12 Hours Per Week: 10
(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position: The Administrative Assistant supports the operations of the Grants Office, which oversees Amherst College’s fundraising from foundations, corporate philanthropies, and government agencies. The Assistant provides general administrative support to the office and assists with proofreading and maintenance of the Grants Office’s website and social media presence. The Assistant takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

Data Entry and Information Management: (40%)
- Enter and maintain electronic records in the college-wide Colleague system, in GrantsLink, an internal proposal review system, and ARI, the Grants Office’s Access database.
- Primary staff responsible for Colleague entries of proposals and awards.
- Maintain limited Grants Office paper files.

General administrative support: (25%)
- Assist the Director with meeting scheduling and dissemination of proposals and reports.
- Take notes at departmental meetings as requested.
- Order supplies and maintain stores of paper and toner within the Grants Office.
- Help to organize and maintain order in shared work spaces.

Online research and dissemination: (20%)
- Find and post grant opportunities on Grants Office Facebook page.
- Test and update links to funding opportunities on Grants Office website.
- Help to locate information about foundations, foundation staff and trustees and practices at peer institutions as requested. Track alumni outcomes for grantors as requested.
- Help compile data for reports, and assist Director and Associate Directors with report preparation.
Proofreading: (10%)
- Proofread proposals, reports, and correspondence as requested to ensure they are free of errors.

Other duties as requested (5%)

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

The Grants Office Administrative Assistant will have regular interaction with Grants Office and Advancement staff, periodic interaction and communication with other offices on campus, and limited interaction with external constituencies.

4. **Education:** (include certifications and licenses)

   Required: B.A. or equivalent combination of skills and experience

   Preferred:

5. **Experience:** (List specific skills necessary to perform this job)

   Required:

   - At least two years of office experience, preferably in an educational setting.
   - Excellent written communication skills, including proofreading skills.
   - Superior attention to detail, accuracy, and coordination.
   - Strong organizational and time management skills including the ability to work effectively with multiple projects and deadlines
   - Ability to take initiative, work independently, and collaboratively.
   - Commitment to working with a diverse and inclusive community.

   Preferred:

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Office environment: sitting and standing; able to carry, push, pull and lift up to 15 pounds, repetitive motions including hands, fingers and wrists; visual – normal concentration.

7. **Decision Making:**

   Addresses routine issues according to established protocols and refers non-routine problems to supervisor
Some latitude to address minor issues, seeks guidance on problem areas, and refers complex problems to Supervisor. Proactively proposes suggestions or alternatives for improving project outcomes and with approval, executes them. Work is regularly reviewed by supervisor.

8. **Supervision Exercised/Received:**

The Administrative Assistant will be supervised by the Director, with oversight of data entry, report support, and data management tasks by the Associate Directors.

Supervisory Responsibility: Yes ________ No X ________

Number of Employees Supervised: ___0___