Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Regional Programs Assistant

Department: Alumni & Parent Programs/Advancement
Reports to title: Director of Regional Programs

Full Time: X Part Time: Date Prepared: 5/13/2019

Job Group & Level: AO3
Regular Daily Work Schedule: 8:30 to 4:30
Pay Type: Weekly ____ Monthly ____ Months Per Year: __12__ Hours Per Week: __35__

(Summer Months) Months Per Year: ______ Hours Per Week: ______

1. **Summary of Position:**

The Regional Programs Assistant provides key administrative and logistical support to the Regional Programs team in the production of approximately 200 off-campus programs per year. The Assistant schedules and tracks multiple event-related tasks; develops and sends email blast invitations; maintains the Regional Programs webpage; and creates reports using event and attendee data that will help the team strategically evaluate events. 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:**

**75% REGIONAL EVENT SUPPORT**
- Prepare mailing lists, email blasts, event notices, and promote through the website and events calendar.
- Process, deposit, and reconcile financial transactions.
- Prepare and mail packets to regional volunteers.
- Track pre-event needs and order event supplies.
- Issue and compile event and association surveys.
- Code registrants and participants in database.
- Produce event and attendee data reports, and run and complete monthly CyberSource reports.
- Run queries to identify potential event hosts or speakers.
- Maintain all event records including invitations, mailing lists, speakers, hosts, etc.

**20% GENERAL ADMINISTRATIVE SUPPORT**
- Provide periodic outreach to regional volunteers, vendors, caterers, and venues.
- Maintain the Regional Programs webpage (including links, R.S.V.P. forms, event listings, etc.).
- Maintain coding of regional volunteers.
- Coordinate logistics with Williams College staff for annual telecast of Amherst vs. Williams football game and other intercollegiate collaborations.
- Coordinate travel arrangements for faculty members including processing reimbursements.
- Create/run contact, demographic, event attendance, and other reports for regional volunteers.
- Backup the receptionist as needed.

5% Performs other duties/functions as requested.

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:**
This position interacts and communicates regularly with others in the office, staff across campus, faculty, vendors, alumni, students, parents of alumni and students, others in community.

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

   Required: High School Diploma or equivalent
   Preferred: Associate's Degree or some college/university coursework

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

   Required:
   - 1-3 years of related experience.
   - Proficiency in Microsoft Outlook, Word, Excel, and Access and the ability to learn new software programs.
   - Commitment to inclusiveness and diversity.
   - Ability to take initiative, and work independently, and collaboratively.
   - Strong written and verbal communication, interpersonal, customer service, time management, and organizational skills.
   - Occasional weekend and evening hours are required to staff on campus events.

   Preferred:
   - 3+ years of related experience.
   - Demonstrated knowledge of specialized computer and database programs such as broadcast email software and other programs such as the CyberSource payment app.
   - Experience updating content on webpages.

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

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

7. **Decision Making:**

   Responsible for solving routine problems; refers complex, unusual problems to supervisor; decisions are guided by established policies and procedures. Considerable discretion is necessary in the disclosure of biographical information.

8. **Supervision Exercised/Received:**
Position requires minimal supervision from the supervisor. Position is responsible to hire, train, and supervise 3-5 student workers and their projects. Occasional supervision of casual employee.

Supervisory Responsibility: Yes __________ No X_________

Number of Employees Supervised: __