



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

Job Group & Level: AO3 Regular Daily Work Schedule: to 4:30
8:30

Pay Type: Weekly X 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 web page; 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 require minimal supervision from 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: __