CLASSIFIED SERVICE STAFF VACANCY ANNOUNCEMENT

Department:	**College Advancement**
Job Title and Salary Grade:	**Secretary 1, SG-11**
Line:	**00209**
Status:	**Permanent**
Shift:	**8:00 a.m.-4:15 p.m.**
Application Deadline:	**November 4, 2012 (close of business)***

***Applications received in Human Resources after the application deadline CANNOT be considered.**

Highlights of Job Duties:
The incumbent will provide administrative support to four Major Gift Officers and the Director of Parent Relations. This position requires regular involvement with high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment. Exceptional communication skills are necessary.

Administrative support for the five professional staff includes, but is not limited to: assisting with the creation of effective correspondence, arranging travel, managing prospect lists, greeting visitors and receiving phone calls, receiving and distributing mail and correspondence, maintaining records, contact reports, scheduling meetings, and other support tasks. This position is also responsible for supporting the major gift operation by compiling donor prospect reports (using data provided by staff) for the Vice President and Assistant Vice Presidents; independently conducting or assisting with projects and assignments pertaining to donor, donor relations and advancement initiatives.

The incumbent will also be responsible for ordering all supplies, equipment, contractual services and any other requests.

This position assists with arrangements and implementation of on-campus and regional events involving the President, alumni, parents, and other donors and potential donors. This requires maintaining accurate invitation lists, invitation labels, poster creation and printing, name tags, campus signage, catering, event planning and coordinating with other departments, itineraries, data collection for programs, correspondence with guests, registration, marketing, and post event correspondence.

Knowledge of Microsoft Word and Excel are required. Experience with Access, Publisher and Banner is optional; a successful applicant who is not familiar with these tools will learn them on the job. This team member must be highly organized, have superb communication skills and ability to multi-task in a fast paced office.

Classification Standard Minimum Qualifications:
Candidates must have permanent appointment in a Secretary 1, SG-11 classified position or be reachable for appointment on the current New York State Civil Service canvass list for a Secretary 1, SG-11. New York State Preferred Lists candidates have preference.

To Apply: Send a resume, letter of interest and three references to:

Julie A. Briggs, Assistant Vice President for Human Resources
Erwin 219, 1 College Circle, Geneseo, New York 14454

Please Note:
Applicants interested in the position may access the Annual Security Report (ASR) for the College at www.geneseo.edu/police. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the Annual Security Report by contacting the SUNY Geneseo University Police Department at 585-245-5651.

All applicants are subject to criminal background checks. Final applicant will need to complete an online application at https://jobs.geneseo.edu.

SUNY Geneseo is an Affirmative Action/Equal Opportunity, Equal Access Employer committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. The College actively seeks applications from women and members of underrepresented groups.