

GENESEO CLASSIFIED SERVICE STAFF VACANCY ANNOUNCEMENT

Department:	College Advancement
Job Title and Salary Grade:	Secretary 1, SG-11
Line:	209
Status:	Permanent
Shift:	8:00 am - 4:15 pm, Monday - Friday
Application Deadline:	April 28, 2013*

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

Highlights of Job Duties:

The Secretary I for College Advancement is responsible for administrative support within the Division of College Advancement. 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 provided by the person in this position includes, but is not limited to: assisting with the creation of effective correspondence; arranging travel; managing and exporting reports/lists; receiving and managing phone calls; receiving, managing and distributing mail and email; maintaining records; scheduling meetings; data entry in Banner and website content system; and other support tasks. This position is also responsible for assisting with projects and assignments pertaining to alumni, parent and friends events, fundraising, donor relations, and other advancement initiatives.

The above responsibilities will also include: managing mail merges and other print and data processes; coordinating with other departments across campus; ordering supplies, equipment and contractual services; and assisting with demographic updates.

Knowledge of Microsoft Word and Excel are required. Experience with Access and Banner is desired but optional; the successful applicant who is not familiar with these tools must be willing to learn them on the job. This team member must be highly organized, demonstrate attention to detail, have superb communication skills and the 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 NY State Civil Service canvass list for Secretary 1, SG-11. New York State Preferred Lists candidates have preference.

To Apply: Send a resume and letter of interest 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 Employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students.