



Posting Date: 2/22/08

Position: ADMINISTRATIVE ASSISTANT

Department: Alumnae Relations

Hours per Week: Fulltime

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Provides support for the Alumnae Relations Department in the areas of internal and external communication, database management and reporting, budget management and reporting, recording and dissemination of meeting minutes, assisting with coordination of special events and projects, organization of printing and bulk mailings, and office administration.

Qualifications

3-5 years of office experience is preferred. Excellent customer service and communication skills. Strong computer experience— must be proficient in Microsoft *Word, Excel, Outlook, PowerPoint* and *Access*, including mail merge functions and database management. Knowledge of Datatel databases a plus. Must have strong math skills. Keen ability to navigate and search the web for information. Requires strong organizational competence and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans. Self-directed, team player; strong problem-solving skills. Requires some evening & weekend working hours. Requires the ability to work with and maintain confidential information. Requires the ability to talk and hear. Must be able to freely move throughout the facility. Must have the ability to occasionally lift and/or move up to 20 pounds.

Education

Requires high school diploma or equivalent. Bachelor's degree is preferred.

How to Apply

Apply on-line at www.alverno.edu or send resume and cover letter with salary requirements to:

Alverno College
Human Resources
3400 South 43rd Street
P.O. Box 343922
Milwaukee, WI 53234-3922

Email: opportunities@alverno.edu

Fax: (414) 382-6322

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