

**Alverno College
Non-Exempt Position Description**

Position Title: Academic Administrative Assistant and Events Coordinator

Department: Academic Affairs **Date:** January 2025

Reports To: Director of Academic & Campus Events **Status:** Full Time/12 Month

Primary Function: Provide direct administrative support to departments within Academic Affairs with an emphasis on supporting events and grants management initiatives.

Principal Responsibilities

1. Academic Affairs Event and Outreach Management
 - a. Assist with the administration and coordination of various academic affairs events including taking registration, event set up, Zoom and/or Teams facilitation, and follow-up communications. These events will mainly be out of Academic Affairs, the Center for Academic Excellence, and the School of Liberal Arts and Professional Studies. Duties will include assistance with graduation events.
 - b. Assist with administration and execution for external events as needed.
 - c. Facilitate the on-going needs of Alverno's consulting program including client meetings, invoicing, and coordination with faculty and Academic Affairs.

2. Program Administration: LACCS
 - a. Assist with administration of Alverno's Character Education program, LACCS including data collection, data preparation, data submission and management of other aspects of the program.
 - b. Assist with mailings to participants as well as recruitment communications.
 - c. Assist with facilitation of Zoom and/or Teams meetings including management of breakout rooms.

3. Grants Administration: NSMT
 - a. Assist with administrative needs of NSMT grants.
 - b. Provide oversight of the data collection, data preparation, and data submission.
 - c. Assist with grant focused events.
 - d. Document payments, expenditures, prepare progress reports.
 - e. Provide support to Alverno's Greenhouse management team with outreach to local schools and on other Greenhouse events.

4. Program Management
 - a. In conjunction with the Academic Affairs, faculty and campuswide teams, provide leadership in planning, implementing, and evaluating of educational workshops, conferences and special events to support the present and future needs for students, faculty, staff and alumnae.
 - b. Identify potential external partners for developing revenue generating events.
 - c. Coordinate event management including securing facilities, speakers, AV-IT equipment, food services, and security.
 - d. When appropriate, collaborate with Marketing to produce aesthetically engaging program collateral such as flyers, e-blast announcements, invitations, brochures, and event programs.
 - e. Lead event-day logistics serving as primary contact for participants including fielding questions from participants/presenters, problem solving when necessary and assuring overall program success.
 - f. In collaboration with interdisciplinary teams, develop and manage materials for programs such as binders, registration materials, etc.
 - g. Model excellent customer service in all written and verbal communications with program participants, presenters and educational partners.
5. Participate in department and college-wide meetings, committees, and official college functions when appropriate.
6. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Bachelor's degree required.
2. Three to five years' experience in administrative assistance or event management.
3. Must have working knowledge of Zoom and Teams video conferencing software.
4. Must have working knowledge of Google Drive applications and Microsoft Office (*Word, Excel, Outlook*). Knowledge of mail merge functions and Microsoft *Publisher* or equivalent is preferred.
5. Experience with digital communication tools is preferred.
6. Must have database management experience.
7. Must have strong math skills.
8. Requires excellent written and oral communication skills. Must have the ability to read, interpret, write and complete documents.
9. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
10. Requires flexible and collaborative work style, exceptional organizational abilities and the ability to coordinate multiple deadlines simultaneously. Must have the ability to professionally respond to variations in schedules and plans.
11. Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
12. Requires the ability to work at non-traditional times (evenings and weekends).

13. Requires the ability to talk and hear. Must be able to freely move throughout the facility.
14. Must have the ability to occasionally lift and/or move up to 10 pounds.

Working Conditions

General office environment with ability to work remotely when approved or required by the college.

How to Apply

Apply online at <https://www.alverno.edu/jobs/apply/login.php>.

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.