

# College Assistant Job Description

Our company is looking for a college assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for college assistant

- Teaches, Manages and provides positive and constructive feedback
- Manage general office needs, including supplies, mail, general communications
- Process gifts and donations within one business day, providing support for donors, faculty and staff colleagues with gift questions
- Coordinate and handle scheduling and meetings between advancement staff, faculty and donors, including setting up on and off campus appointments and creating weekly agenda of topics for team staff meeting
- Process invoices, purchase orders and expense reports and communicate with CU accounting department to address any issues and obtain approvals
- Develop and implement effective travelling strategies and systems for development officers and other team members, including booking travel, creating necessary trip paperwork, scheduling out-of-state donor visits, collaborating with university partners to coordinate travel for DOs and faculty partners, and working alongside events manager
- Manage team's budget
- Manage the team's facility needs
- Hire and manage student assistants to accurately and reliably provide support for ongoing administrative processes and projects
- Act as liaison to advisory boards as assigned

## Qualifications for college assistant

- Extensive knowledge of computer software programs and Apple devices
- Excellent interpersonal skills and ability to work well with all levels of the organization
- Experience in using a Payroll System, preferably Kronos
- Desire and capable of growing into a Leadership position
- ASE Certified • Bachelor's Degree
- Photoshop and Adobe preferred

# College Office Assistant B

**DJ Losen**



**College Office Assistant B:**

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