

Program Assistant V, Development Associate  
University of San Francisco

Direct Link: <https://www.AcademicKeys.com/r?job=124308>

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Posted Jun. 11, 2019, set to expire Sep. 24, 2019

<b>Job Title</b>	Program Assistant V, Development Associate
<b>Department</b>	N/A
<b>Institution</b>	University of San Francisco San Francisco, California
<b>Date Posted</b>	Jun. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement
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**Job Description**

Program Assistant V, Development Associate

University of San Francisco

R0001427

Downtown Campus

Job Title:

Program Assistant V, Development Associate

Job Summary:

Under the general supervision of the Assistant Vice President of Development the Program Assistant V

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provides full-time administrative and office support to the AVP and the offices of: Alumni Engagement, Annual Giving, and Special Events. The Program Assistant will have oversight on managing the department's budgets and provide executive assistance to the Assistant Vice President.

### Full Job Description:

#### Responsibilities:

- \* Produces, designs, transcribes, and distributes various confidential reports and correspondence.
- \* Independently arranges and coordinates events, meetings and activities for the AVP.
- \* Coordinates calendar; receives, screens, and directs telephone calls, visitors, and mail for the AVP.
- \* Monitors and replenishes stocks of materials, office supplies, and stationery.
- \* Sets up, maintains and revises files as appropriate for areas of responsibility.
- \* Manages office budgets that cumulate to over \$1M for the department; including projecting and tracking expenses.
- \* Processes purchase orders, working closely with vendors and relevant internal departments. Coordinates payment of invoices and general office purchases.
- \* Maintains good working relationship with University administrators, donors, faculty, and volunteers.
- \* Employs effective follow-up systems to ensure that deadlines are met.
- \* Handles sensitive and confidential information.
- \* Performs other related duties as requested by the AVP.
- \* Other duties as assigned.

#### Requirements:

- \* Excellent oral and written communication skills.
- \* Demonstrated experience managing complex budgets.
- \* Ability to think and work independently in the absence of specific instructions.
- \* Three years increasingly responsible work experience in administrative work or equivalent; at least two years in a senior administrative support role desirable.
- \* Experience working with executives.
- \* Advanced experience working with computer database systems, word processing (Microsoft Word) and spreadsheet (Microsoft Excel) software. Experience with mail merge preferred.
- \* Must be customer service and team oriented and willing to bring a consistently positive spirit to the office
- \* Willing and able on occasion to perform duties evenings and weekends.
- \* Post-high school education preferred.

#### Full-Time/Part-Time:

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Full time

Pay Rate:

Hourly

To apply, visit [url=https://apptrkr.com/1495688]https://usfca.wd5.myworkdayjobs.com/en-US/USF\_Staff/job/USF-Hilltop-Campus/Program-Assistant-V--Development-Associate\_R0001427.

The University of San Francisco is located in the heart of one of the worlds most innovative and diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here. For more information, visit <http://www.usfca.edu>.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.