



POSITION ANNOUNCEMENT

**Administrative Assistant  
to the Vice President for University Advancement**

Position ID 90612

Faulkner University is seeking a qualified individual to serve as the Administrative Assistant to the Vice President for University Advancement. This is a full-time, 12-month position that will report to the Vice President for University Advancement and is responsible for all general office duties.

Applications will be accepted until the position is filled. The review of applications will begin immediately. This position is funded and will begin as soon as a qualified applicant has been found.

**Major functions and responsibilities:**

- Responsible for the day to day secretarial duties for the Vice President for University Advancement to include telephone activities, filing and maintaining calendars
- Prepare and prioritize incoming mail for the Vice President for University Advancement to review
- Produce letters, memorandums and other correspondences as required for the Vice President for University Advancement and the Assistant Vice President for Development offices in correct format, ready for distribution
- Maintain accurate personnel leave records for University Advancement and Development
- Prepare assigned monthly development reports and invoices for payment
- Work closely with the Vice President for University Advancement; coordinate and implement plans as directed
- Serve as principle liaison between University Advancement division's offices and the Vice President for University Advancement ensuring timely and accurate exchange of correspondence, timely management of division's projects and ensuring that all appointments and meetings are accomplished in a timely manner
- Keep University Advancement suite orderly and neat
- Serve as receptionist for the University Advancement suite to include greeting, hosting and directing visitors as appropriate
- Serve as secretary to Special Counsels of the President as directed by the Vice President for University Advancement
- Devise new forms as needed for the University Advancement division
- Produce specific information when asked
- Maintain confidentiality of donor records

**Qualifications:**

- Bachelor's degree preferred and/or two to five years related experience
- Advanced clerical and computer skills
- Good communication skills, both in person and on the telephone

**To apply:**

1. All applicants for this position are required to submit **ALL** of the following materials:
  - A letter of interest (include a statement of church affiliation and acceptance of institution's values)
  - A resume which includes a summary of qualifications consistent with the position
  - List of at least three professional references with telephone and email information
2. **ALSO:** Complete the diversity data form located online at: [www.faulkner.edu/services/humanresources/diversityform.asp](http://www.faulkner.edu/services/humanresources/diversityform.asp)

**Submit all materials and inquiries to:**

Dr. Ben Bruce, Vice President for University Advancement  
Faulkner University  
5345 Atlanta Hwy  
Montgomery, AL 36109  
[bbruce@faulkner.edu](mailto:bbruce@faulkner.edu)

**Non-discrimination statement:**

Faulkner University is a church-affiliated liberal arts institution committed to employing a highly qualified and diverse administration, faculty and staff which reflects the University's religious traditions, values, affiliation, and purpose. Thus, the institution invites individuals affiliated with the churches of Christ to submit applications regardless of race, color, national or ethnic origin, age, gender, marital status, or disability. Faulkner University does not discriminate on the basis of race, color, national or ethnic origin, age, gender, marital status, or disability in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. However, Faulkner University exercises a preference in employment for those qualified applicants who are members of the churches of Christ whose lifestyles are consistent with the mission of the University and with the beliefs and values of the churches of Christ. Please refer to our website for further information: [www.faulkner.edu](http://www.faulkner.edu)