

**POSITION TITLE:**

Administrative Assistant

**BASIC FUNCTION:**

The Administrative Assistant is a full-time position that serves as the key point of contact for members, clients, staff and other constituents in addition to assisting with executing clerical, administrative and project support tasks crucial to the efficient operation of the Foundation, Laurel Hall and the Nelson Leadership Institute.

**RESPONSIBILITIES:**

- Serves as initial contact and resource person (i.e. answers all direct incoming calls, welcomes and greets guests, etc.).
- Processes and distributes incoming and outbound mail.
- Provides general administrative support including aiding fundraising efforts, processing correspondence, packaging shipments, filing, etc. on behalf of and for staff.
- Responds to general membership, client and donor inquiries via email and phone.
- Maintains inventory of and orders office supplies.
- Supports donor recognition and stewardship activities.
- Enters data from source documents into database and associated systems, using keyboard, upload process and scanning device.
- Oversees the appearance and organization of main public entryway and assists with ensuring all public areas are presentable as well as welcoming both pre and post events.
- Assists Executive Assistant and others with distributing relevant materials to committee and Board members in advance of meetings.
- Responds to and handles confidential and sensitive information with pose, tact and diplomacy.
- Maintains the Foundation's reputation for integrity, responsibility, caring, and prudent management of members and donors.
- Provides ideas, opinions, or information in an articulate, professional manner.

**INTERNAL RELATIONSHIPS:**

Reports to the Executive Assistant & Board Liaison. Works closely with the Chief Executive Officer and Chief Financial Officer. Has regular contact and supports all Foundation, Laurel Hall and Nelson Leadership Institute staff.

**EXTERNAL RELATIONSHIPS:**

Has regular contact with the public, vendors, clients, donors, alumni, undergraduates and friends of Phi Kappa Psi as appropriate.

**QUALIFICATIONS:**

- Excellent computer skills with expertise in Microsoft 365.
- Extremely detail oriented, precise, organized and able to work independently and manage/prioritize multiple projects simultaneously.
- Strong writing and communication skills.
- Previous administrative experience.
- Experience with alumni databases desired.
- Commitment to maintain confidentiality and a high degree of accuracy in constituent records.



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- Positive, winning attitude. Energetic, driven and goal oriented.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change.
- Strong data entry skills with focus on data integrity are essential.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.
- Unquestionable work ethic, persistence and the ability to accomplish established goals.

**OTHER DUTIES:**

The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**NON-DISCRIMINATION POLICY:**

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.