
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Administrative Assistant I – SCC Foundation

Part Time

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourne in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Associate Degree in Applied Science Degree in business or related area (preferably in Accounting)
2. Knowledge of accounting practices
3. Excellent administrative, decision-making and organizational skills
4. Prior work experience in a not-for-profit organization preferred

Primary Function of the Position

The Administrative Assistant to the Director of Institutional Advancement provides support to the SCC Foundation/Institutional Advancement. In order to fulfill the objectives of this position, the Administrative Assistant performs the following functions:

1. Provides information to Foundation directors, donors and other public inquirers regarding on-going activities, special events and contributions as appropriate
2. Works closely with Foundation president, fund drive chairman, area chairpersons and fund drive solicitors
3. Assists and participates in various foundation activities (annual meeting, fund drive kickoff dinner, dinner theatre, etc.)
4. Prepares solicitation packets for SCC Foundation solicitors
5. Prepares scholarship guidelines as provided by donors

6. Schedules, attends and arranges locations for various meetings
7. Works with outside businesses and vendors to get Foundation materials ordered and printed
8. Enters data into electronic database system utilizing Talisma software to process activities associated with Financial Resource Development
9. Receipts all Foundation monies, balances gifts with receipt book and cash receipts from Business Office, makes deposits to Business Office cashier and notifies the Business Office and departments receiving restricted gifts
10. Maintains Foundation records through filing, retrieval, coding, updating and purging
11. Works with high school counselors to receive scholarship applications from seniors
12. Coordinates student scholarship meeting to receive addresses to mail thank you cards
13. May assist in the design of forms and postcards for use in various Foundation activities
14. Sends thank you letters to all donors
15. Sends letters to scholarship donors
16. Sends memorial and honor gift notifications
17. Prepares bulk mailings for 800+ donor contacts
18. Creates and updates mailing lists for events as needed
19. Handles telephone calls and public contact with visitors (faculty/staff, students, vendors, donors, trustees and directors)

Skills and Abilities

1. Excellent oral and written communication skills
2. Ability to work with diverse populations using excellent human relations skills
3. Computer skills to include basic competency in Talisma software, Microsoft Word, Publishing, Power Point, Excel and Internet Explorer/Chrome
4. Excellent time management and critical thinking skills

A completed Southeastern Community College application form, a resume, letter of interest addressing position requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 3:00 pm on Friday, 2/24/17. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer