

PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	Secretary to the Director of Institutional Advancement	FLSA status:	Non-Exempt
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DEPARTMENT:	Institutional Advancement	REPORTS TO:	Director of Institutional Advancement
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Position summary: Under indirect supervision, this position performs complex secretarial work of an administrative nature and assists the Director of Institutional Advancement and alumni in day-to-day operations.

Position responsibilities:

- Deposit all funds received to the proper account with the business office.
- Post deposits to appropriate donor and office journal.
- Prepare thank you letters for signature.
- Assist donors with questions and/or requests regarding their scholarships.
- Assure that plaques are made for new scholarships.
- Prepare endowed scholarship applications every Spring and make sure they are available for students.
- Prepare all paperwork necessary for the scholarship committee.
- Serve as a member of the scholarship selection committee.
- Prepare announcement of endowed scholarship recipients.
- Provide proper documentation to recipients to be signed and returned.
- Assure that recipients send “thank you” letters to donors.
- Track scholarships to make sure that students still qualify in the Spring.
- Send letters to donors in the Fall reporting status of their scholarship.
- Work directly with the Alumni Board and Officers.
- Arrange meetings for the Alumni Board.
- Responsible for the writing and preparation of the Alumni Newsletter.
- Assist with the coordination of homecoming activities.
- Make arrangements for the graduates rehearsal reception and graduation flowers.
- Work with members of the Foundation Board and assist them as needed.
- Arrange Foundation Board meetings and serve as the recording secretary.
- Prepare current announcements for the electronic sign for the College.
- Responsible for the ordering of flower arrangements for College employees during bereavement.
- Responsible for the recording and tracking of the flower and petty cash funds for the department.
- Contact person for area high schools selling yearbook ads.
- Maintains alumni database.
- Coordinate the yearly employee retirement ceremony.
- Assist with other special and official functions on campus.
- Prepare all check requisitions, purchase order requests through DPS and track invoices for proper payment.
- Order supplies for the department.
- Answer incoming calls for the department.
- Manage personal calendar for the Vice President.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate’s degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.