



Administrative Assistant for Institutional Advancement
\$40,000-\$42,000 annually

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Administrative Assistant is directly responsible to the VP for Institutional Advancement. Duties are performed in a fast-paced work environment. This is a twelve-month full-time (35 hours per week) professional position with some evening and weekend hours required. This position is entirely funded by the College Foundation.

RESPONSIBILITIES

1. Overall responsibility for the daily operation of the Office (i.e. scheduling, records administration, communications, preparation of letters and documents, etc.).
2. Daily collection, accounting, and acknowledgement of all income received by the Foundation with extensive use of Blackbaud's Raiser's Edge donor database recordkeeping system and subsidiary ledgers.
3. Assists in the solicitation of donations on behalf of the CCC Foundation including but not limited to annual campaigns, alumni campaigns, business campaigns, and capital campaigns.
4. Assists in the scholarship promotion and award process including working with scholarship award software, financial aid office, and other faculty and staff.
5. Prepares fiscal reports and analyses of all fundraising events and activities at the request of the VP for Institutional Advancement and/or the College President.
6. Assist with bookkeeping, preparation of monthly financial reports, annual budget, and related financial reports for submission to SUNY, CCC Board of Trustees, and Foundation Board of Directors.
7. Assist with the preparation of records and materials for required annual independent audit. Coordinate required annual audits and respond to outside audits at the direction of the VP for Institutional Advancement.
8. Collaborate with outside vendors and college staff, including Buildings & Grounds Department, food service vendors, etc. for special events. Assist in recruiting and managing volunteers for Special Events.
9. Provides support to the Foundation Board of Directors by taking and distributing minutes and organizing and coordinating all activities related to regular meetings of Board and committees.
10. Interact with College administrators, members of boards, government officials, faculty members, students, donors and other individuals and groups as a representative of the Office and in an official capacity when so designated.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate degree in business, Accounting, or related field. Bachelor's degree preferred.
- Minimum of three years progressively responsible experience in Business/Accounting or Government required.
- Previous bookkeeping and database management experience preferred.
- Proficient experience with Microsoft Office Word, Excel, PowerPoint, SharePoint, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Superior ability to plan, organize and prioritize work to meet deadlines and goals.
- Strong attention to detail
- Must have demonstrated the ability to work harmoniously with all campus constituencies and the community.
- Strong computer and analytical skills
- Excellent oral and written communication skills, organization, and planning skills.
- Proven track record in maintaining and managing strict confidentiality of information and records a must.

TO APPLY:

The search will remain open until the position is filled. Please submit cover letter, resume and CCC Professional Application([Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)) to be considered for this position.

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.