Position: Administrative Assistant to Vice President for Advancement

Location: Montreat, NC

Start Date: Immediately

Application Deadline: UntilFilled

Summary: The administrative assistant's primary responsibility is to provide organizational and administrative support to the Vice President for Advancement of Montreat College. The Administrative Assistant is an ambassador of the College to internal and external constituents, requiring a high degree of interpersonal skills, independent judgment, maturity, and professionalism.

Duties/Responsibilities:

- Manage and maintain the calendar of the vice president (VP).
- Answer the phone and greet visitors as an ambassador/representative of the college to internal and external constituents.
- Schedule meetings internally and externally by calling prospective appointments.
- Make travel arrangements for and manage VP's college expenses.
- Acquire strong grasp of office budget with an understanding of how department expenses are applied. Insure ongoing management of office budget.
- Acquire and maintain proficiency in using Montreat College's database(s).
- Help plan, manage, and execute special events as necessary. Will work some evenings and weekends.
- Serve as project manager for projects as assigned by the VP.
- Host both internal and external constituencies/guests, including preparation of itinerary, arrangement of meals, and all logistics. Purchase all hospitality supplies as needed.
- Maintain the appearance of the Advancement office as a professional setting.
- Insure that correspondence to the Advancement office is responded to in a timely way. Provide drafts of select correspondence. This includes emails; individual letters; merge mailings, and filing documents as appropriate.
- Be responsible for all errands as needed.
- Maintain and order all office supplies.
- Other duties as assigned.

Qualifications:

- A personal commitment to Jesus Christ and support of the Christian character and mission of Montreat College.
- Outstanding interpersonal and communication skills and the ability to function well as a member of a team.
- Strong organizational and administrative skills including: word processing; a complete/firm understanding of the form and style of professional/business correspondence; travel scheduling; file maintenance and; the ability to complete tasks in an efficient and timely way with limited supervision.
- Strong command of MSOffice, including Word, Excel, and PowerPoint.
- Net typing speed of at least 60 wpm.
- A demonstrated record of taking initiative.
- Strong attention to detail.
- Excellent command of English as a spoken & written language, including spelling, grammar and proofreading skills.
- Project management and problem-solving skills with ability to manage multiple priorities and gain cooperation of others.
- Ability to perform tasks while being frequently interrupted.
- A strong understanding of confidentiality and the ability to handle sensitive materials and conversations.

Supervision: Vice President for Advancement

Education/Experience: Bachelor's degree required. Master's degree preferred

Application Requirements:
A cover letter that reflects the candidate's ability to perform the job as detailed in the job description. An updated resume and statement of faith.

Send cover letter, resume and statement of faith to:
Alex Miller, VP for Advancement
Montreat College
P.O. Box 1267
Montreat, NC 28757

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.