



**MERCYHURST**  
UNIVERSITY

501 East 38<sup>th</sup> Street  
Erie, PA 16546  
814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## **Administrative Assistant, Office of Advancement**

**Location:** Erie

**Department:** Advancement

**Reports To:** Vice President of Advancement

**Full/Part Time:** full-time

**Closes:** open until filled

**Classification:** Non-Exempt/Hourly

### **POSITION SUMMARY**

The Administrative Assistant in the Office of Advancement oversees administrative tasks and advancement services within the department. The individual must possess exceptional organizational skills and successful experience with budget management.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for the day-to-day administration of the Office of Advancement, including the budget.
- Responsible for gift processing.
- Coordinates and manages scheduling and communications for the Vice President and Assistant Vice President of Advancement.
- Manages special projects within the division at the direction of the Vice President or Assistant Vice President.
- Supports the management of vendor contracts and assures timely payment of invoices.
- Oversees materials specific to advancement, pledge and estate plan agreements and uploads digitized copies to Laserfiche.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

High school diploma or equivalency required; associate degree preferred.

## **SKILLS AND ABILITIES**

- Proficiency in computer skills.
- Excellent oral and written communication skills.
- Experience in database systems specific to fundraising is helpful.
- Basic understanding of budgeting practices.
- Some evening and occasional weekend work is required.
- Willingness to support the university's mission.

## **WORK CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to; finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms and talk to hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States**