



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

# Employment Opportunities

Job Vacancy Announcement

## Advancement Associate

UA - Pulaski Technical College in North Little Rock, Arkansas is accepting applications for Advancement Associate. This position performs many routine, plus non-routine office functions, including planning, coordinating, executing and daily management of administrative assistance and development support to the Executive Director, Advancement Staff, Foundation Board and other internal/external entities including individuals, donors, faculty, staff, students, vendors, organizations, foundations and community groups. This work substantially contributes to the goals and objectives of UA-PTC Advancement Office.

### **GENERAL RESPONSIBILITIES:**

- Performs administrative work of a confidential nature for Advancement Staff. This support includes scheduling and managing of calendars and correspondence, coordinating specific events and office functions, answering telephones, and assisting with carrying out the office operation responsibilities;
- Performs data entry/analysis, development of forms, report management, and compilation of data files and systems to maximize their usefulness for a fundraising program;
- Receives, posts, acknowledges donations/event registrations and reconcile data entry activity against accounting records;
- Perform Database Management functions *including import/export, global data changes and duplicate merging*;
- Writes, edits and proofreads correspondence, reports and materials.
- Oversees coordination of email and e-newsletter marketing communications;
- Interacts with UAPTC's Marketing and Communications team to help facilitate Advancement projects;
- Acts with a high degree of independence as liaison with inside and outside contacts in preparing meeting materials, minutes, programs, updates, and

other support functions related to the office;

- Develops, prepares, and/or composes responses to memos and correspondence requiring research, judgment and discretion; routinely writes, edits and submits materials for internal/external communications;
- Compiles data and materials for presentations and proposals;
- Assists with the marketing of events and programs;
- Arranges meeting facilities as necessary;
- Improves storage and organization systems;
- Routinely re-orders department supplies;
- Updates mail/phone directories;
- Prepares monthly mileage statement for Executive Director;
- Keep Office of Advancement display case updated;
- Responsible for overall office appearance;
- Assists in the coordination of other support staff activities to carry out the mission of Advancement Office;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent; plus, two or more years of experience in an administrative support role;
- Excellent communication skills, both oral and written;
- Excellent computer skills;
- Knowledge of general office procedures;
- Excellent spelling, grammar and proof reading skills;
- Professional image and behavior.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree or higher;
- Knowledge of Microsoft Office and other production software as well as the ability to quickly learn and use other software programs;
- Social Media proficiency;
- Marketing/fundraising experience;
- Event Coordination;
- General photography understanding;
- Knowledge of a higher education environment;
- Demonstrated ability to coordinate and manage multiple projects simultaneously in a fast-paced setting with constant deadlines;

- Proven leadership skills;
- Very detail-oriented.

**DEADLINE:** Open Until Filled

**APPLICATION PROCEDURES:**

Interested candidates should submit a UA - Pulaski Technical College employment application, resume and copies of unofficial transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.

[http://www.uaptc.edu/human\\_resources/employment-opportunities](http://www.uaptc.edu/human_resources/employment-opportunities)

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