University of New Haven

President's Office - Coordinator – Search #12-87

The University of New Haven seeks a qualified, positive, pro-active individual that provides direct support to and coordination of projects to the President and Chief of Staff in a fast paced and confidential office environment. This individual will assist in planning and implementation of various projects within the office of the president to include donor relations, stewardship, special programs and projects. The candidate will also provide administrative support to the President and Chief of Staff, as required. Evening and weekend hours may be required during peak times.

The individual will provide administrative and project assistance for the President and Chief of Staff including:

- Organizes and schedules meetings including contacting participants, booking rooms arranging AV, refreshments or other details as needed
- Conducts confidential research in regard to university projects, donor initiatives and general topics as deemed by the president.
- Provides support for board follow up, board member relationship management, research and communication.
- Prepares materials for the President for donor meetings, phone calls and other meetings and stewardship needs in a timely manner
    - Must become well versed with Raiser's Edge data base and use it in preparation of these materials.
- Prepares expense charges for reimbursements and assists President with travel arrangements
- Prepares confidential personnel forms when necessary
- Greets employees, visitors, parents, students, donors, board members and community leaders when they call or visit the President's office.
- Maintains updated lists as necessary and establishes and maintains office files
- Maintains office supply inventory

- Complete special projects as assigned by Chief of Staff and President
- Assists Events Staff with presidential events when help is needed

The candidate should possess:

- Bachelor's degree (or equivalent and relevant experience), five years of executive level administrative experience; preferably in a higher education environment. Event planning expertise desirable but not required
- Exceptional computer skills, spreadsheets, scheduling apps, Microsoft Office (Word, PowerPoint, Excel) and Microsoft Outlook
- Excellent organizational skills and demonstrated ability to prioritize tasks and multi-task
- Must be an excellent problem solver, exercise good judgment and continuously improve office procedures
- Ability to work independently and as part of a team

- Excellent written and verbal communication skills
- Flexibility in terms of hours of work as necessary
- Tact, diplomacy, professional demeanor and a high degree of confidentiality are a must at all times and especially during busy periods and stressful situations.

The University of New Haven is experiencing a historic and nationally recognized surge in enrollment. A private university founded in 1920, UNH has an enrollment of more than 6,400; approximately 1,800 graduate students and more than 4,600 undergraduates, 70 percent whom reside on campus. The University offers more than 80 undergraduate and 25 graduate degrees.

Qualified applicants should submit a cover letter and resume to: **hrdept@newhaven.edu**

Search Committee: #12-87
University of New Haven
Human Resources Department
300 Boston Post Road
West Haven, CT 06516

You must include the search # in the subject line of your email to be considered for the position

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