Executive Assistant to the Vice President for College Advancement

Simpson College is now accepting applications for the position of Executive Assistant to the Vice President for College Advancement. This position provides support and assistance to the Vice President for College Advancement, the Campaign Gifts Officer, and the Advancement Gifts Officer with general clerical functions. Maintains budget, financial, and planned gift program records. Receive visitors. Maintain and keep the Advancement office calendar. Assist with campaign and other special events as needed.

Skills and knowledge needed include:
- Excellent problem-solving skills,
- Knowledge and skill in Microsoft Office (Word, Power Point, Excel, Outlook),
- Ability to learn College software programs for data collection.
- Good written and oral communication,
- Ability to manage multiple projects simultaneously and prioritize in order of importance or time sensitivity.
- Transcription skills.
- Confidentiality is a must.
- Ability to occasionally exercise independent judgment in situations requiring immediate attention.
- A minimum of a high school diploma with 3 years relevant work experience, preferably in an office setting. Associate or Bachelor’s degree preferred.

To apply please send a letter of application, resume, and the names and contact information for three professional references to: Human Resources, Simpson College, 701 North C Street, Indianola, IA 50125 or by e-mail to employment@simpson.edu. Review of applications will begin immediately and continue until the position is filled.

Simpson College does not unlawfully discriminate and aims to employ persons of various backgrounds and experiences to help constitute a diverse community. We are particularly interested in receiving applications from members of underrepresented groups. You will find the entire EOE statement at: http://simpson.edu/employment-opportunities/. Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals from diverse backgrounds. Employment will require a criminal background check, which may include, but is not limited to criminal history, national sex offender search, and motor vehicle history.