

# The University of Chicago

## **Administrative Assistant, WARO – Requisition 083902**

### **General Summary:**

Based in the San Francisco Bay Area, the Administrative Assistant will execute a variety of tasks crucial to the smooth and efficient operation of the Western/Asia-Pacific Regional Office, including communications, planning, budget and expense management, researching and extracting customized data for prospect management, and other administrative activities that support the Western/Asia-Pacific team.

### **Qualifications:**

Bachelor's degree preferred; a minimum of three years of administrative experience required; demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the University as well as the technology tools available to the Office of Alumni Relations and Development, including Griffin (the University's Donor Relationship Management System), a Microsoft Windows computer environment, Microsoft Outlook, Word, Excel, PowerPoint, and Access required; demonstrated skill and knowledge of, or ability to learn quickly, Active Planner required; familiarity with the resources available via the Internet required; a commitment to quality and to providing the team with the most valuable service possible required; demonstrated organizational skills required; ability to manage contacts with Trustees, volunteers, donors, and University faculty and staff with tact and discretion required.

### **For more information and to apply:**

<http://tr.im/asst083902>

To be considered, all job seekers must meet the requirements and apply online.

*The University of Chicago is an Affirmative Action / Equal Opportunity Employer.*