

University of Houston – Clear Lake Position Description

Job Title: **Asst to Assoc Vice President, University Advancement**

Job Code: **2750**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree	
Experience	Two to four years in office assistance role	Five to seven years in development support role
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Assistant to the AVP provides advancement related support to the AVP particularly for the AVP's work in fund-raising and leadership. The assistant helps with follow-through tasks-- correspondence, memos, communications, mailings, etc.-- to donors, prospects, and various stakeholders to maximize AVP's effectiveness. The assistant also facilitates communications to other UA members to enhance AVP responses.

Duties and responsibilities	% Time
Handle development and committee follow through for Associate Vice President, particularly in areas of new Donor relationships and university advancement initiatives.	50
Participation in meetings with donors, stakeholders, prospects, etc., and provide follow-up efforts on behalf of Associate Vice President.	30
Assist in "moves" management working with University Advancement team.	10
Assist with special events, etc., particularly as it relates to Associate Vice President's role.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.