

Office Assistant Coordinator, Alumni Center

University of Rhode Island Foundation & Alumni Engagement

Overview

Are you dependable and punctual? Are you pleasant, positive, and energetic, with an outstanding customer-service orientation? Do you have excellent written and verbal communication skills? Are you highly organized? Do you want to work for a great team with outstanding benefits?

Under the direction of the chief operations officer, the office assistant coordinator for the URI Alumni Center will partner with the office assistant coordinator for the Foundation Building to provide critical administrative support for URIFAE staff in the Alumni Center.

Responsibilities

- Opens and closes the URI Alumni Center building, located at 73 Upper College Road, for normal business hours, Monday through Friday, 8:30am-4:30pm. Turns off and on the alarm system and locks the facility, securing windows and doors.
- Provides reception at the main entrance of the URI Alumni Center building, serving as a concierge for URIFAE guests, as well as other visitors. Greets parents, alumni, students, and friends, and responds to inquiries.
- Monitors, responds, and directs all telephone calls received at the main URI Alumni Center phone.
- Forwards alumni biographic and employment updates to Advancement Operations.
- Sorts and distributes postal mail for URIFAE staff in the Alumni Center. Assists URIFAE staff with arranging for outgoing FedEx/UPS and notifies staff of the arrival of packages.
- Directs mailed and in-person donations to the Foundation Building for secure processing.
- Ensures kitchen areas used by URIFAE staff in the Alumni Center are appropriately stocked, including coffee, coffee supplies, and general kitchen supplies. Maintains cleanliness and reminds staff to do the same.
- Notifies URIFAE staff in the Alumni Center upon the arrival of guests for appointments and meetings. Serves as a concierge for guests while they wait and assists with campus parking passes, as needed.
- Exhibits a high degree of tact and sensitivity in dealing with visitors, staff, alumni, students, and family members on behalf of URIFAE.
- Manages reservations for public spaces in the URI Alumni Center, including schedules for the lobby, lounge, and two conference rooms.
- Provides support for URIFAE meetings and events in the Alumni Center public spaces, including turning on lights/fireplace, directing building facilities on room set-up,

arranging for refreshments, and answering general questions. Assists with AV arrangements (for remote participants) as needed.

- Assists URIFAE staff in the Alumni Center with project support as needed, including staffing events, helping with mailings, arranging meetings, performing research, and fulfilling data requests, and other duties as needed. Teams in the Alumni Center include alumni engagement, corporate & foundation relations, marketing & communications, advancement operations, and annual initiatives.
- Under the direction of the COO and HR director, assists URIFAE staff in obtaining credentials to access the Alumni Center.
- Under the direction of the COO, submits all work orders for URIFAE copy machines, electrical, plumbing, lands & grounds. Communicates to Alumni Center staff regarding building issues, problems, parking issues, as well as updates and makes staff aware of events that affect access to and egress from the building. Reports illegal parking issues.

Qualifications

- This position is required to be present in the office and is not hybrid eligible. Must be willing to work occasional weekends and evenings.
- Excellent interpersonal skills and ability to multi-task.
- Excellent written and verbal communication skills, and professional phone/email manner.
- Excellent management and organizational skills in a multiple priority, fast-paced environment.
- Demonstrated ability to work in a culturally diverse environment.
- Demonstrated ability to maintain confidentiality.
- Proficient with personal computers, printers, fax, and copy machine.

Education/Experience

- High school diploma or the equivalency; bachelor's degree preferred.
- URI alum preferred but not required.
- Proficient in Microsoft Office including Word, PowerPoint, and Excel, and Gmail.
- Ability to work on virtual platforms, as well as database management and scheduling software.

If you do not fit all the qualifications, education, or experiences, but still feel you are a great fit, feel free to apply and tell us why in your cover letter.

Hiring Salary Range: \$18 - \$22 per hour for 35 hours per week

Join URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and retirement savings programs.

For this position, the work schedule is five days in the office.

One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Applications

Email your cover letter, resume, and salary requirements to URIFAE-hr@etal.uri.edu.