



## Phillips Academy **ANDOVER**

Title: Coordinator, Alumni Engagement

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Work Location: Andover, Mass,

### **Description**

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Reporting to the Assistant Director, the Coordinator provides a wide range of executive-level administrative support including: preparation of invitations for all regional events; regular attendance reports on all upcoming regional events; tracking of regional event invitations and reminder; serve as the liaison for Regional Team across the Office of Alumni Engagement and OAR, briefings and accurate and timely materials needed for regional events; management of the Assistant Directors' calendars and budgets; prepare travel expense reimbursements; also provide general clerical support (filing, mailings, etc.) as required.

### **Required Skills**

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#### **Requirements:**

Requires strong computer skills, flexibility, multitasking, excellent interpersonal skills, commitment to customer service, project coordination experience, and the ability to work well with all levels of the Academy community.

**Skills/Qualifications:** Microsoft Office Skills (Word, Excel, Power-point, Publisher); experience with fundraising software a plus; office machines experience (faxes, copiers, computers and printers); writing and editing skills, supply management, scheduling, organization, time management with an ability to prioritize, travel logistics, be a self-starter, dependable and perform at a high level of accuracy while maintaining confidentiality. Must have a professional demeanor; highly industrious with strong work ethic and ability to be flexible in time of organizational transition.

#### **Education/Experience:**

Bachelor's degree in a related field; a minimum of three years' experience in an executive-administrative position, preferably in an educational environment, or related relevant experience; proficiency in Microsoft Word, Excel and PowerPoint. Database management experience using Razor's Edge or Agilon experience a plus; excellent verbal and written communications skills; ability to organize and prioritize work in an ever-changing environment; ability to work independently with little supervision; excellent interpersonal skills; some evening and weekend work related to special events and meetings required; demonstrated interest in fundraising, alumni engagement or related fields preferred.

**Kind:** Full Time

**Level:** Staff Position

### **Apply**

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Full background check required. Apply online: <http://www.andover.edu/employmentopportunities>

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