



ALUMNI ASSOCIATION
South Dakota School of Mines & Technology
501 East Saint Joseph Street
Rapid City, South Dakota 57701-3995
(605) 394-2347

May 30, 2014

**ASSISTANT TO THE DIRECTOR
SDSM&T ALUMNI ASSOCIATION**

POSITION PURPOSE: The position provides support for Alumni Association operations. Tasks include providing clerical support such as answering the telephone, greeting the public, composing and word processing correspondences, maintaining filing and computer data systems, gathering and providing alumni information, receipting and acknowledging gifts, full bookkeeping, and organizing alumni awards programs and reunions. The position is fulltime with a workweek of approximately 40 hours.

KNOWLEDGE, ABILITIES AND EDUCATION

Knowledge of:

- English, including grammar, spelling and punctuation
- Full bookkeeping (QuickBooks preferred)
- Computer software applications (Microsoft Office required)
- Database management (Raiser's Edge preferred)

Ability to:

- Communicate information clearly and concisely in person, via email, and/or on the telephone, exercising tact, patience, discretion and professional demeanor
- Establish and maintain effective and cooperative working relationships, interacting in a supportive manner with student, staff and the public
- Read, comprehend, gather, prepare and summarize data from a variety of sources
- Word processing accurately, be detailed orientated, handle multiple tasks, and prioritize accordingly
- Provide outstanding customer service for internal and external constituents
- Lift and carry heavy boxes (50 pounds)
- Use a computer, copy machine and other office equipment

Education: Graduation from high school or possession of a GED certificate and three (3) years of clerical experience required. Two-year associate's or four-year bachelor's degree preferred.

SALARY: Commensurate with qualifications and experience. The position is a position of the SDSM&T Alumni Association and not the State of South Dakota. No medical benefits available at this time.

APPLICATION PROCEDURES: Please send a cover letter of application, a current resume, and the names, addresses, and phone numbers of three professional references and one personal reference via:

Tim Vottero, Alumni Director
SDSM&T Alumni Association
501 East Saint Joseph Street
Rapid City, SD 57701-3995

-or- Email: alumni@sdsmt.edu
Fax: (605) 394-2383

CLOSING DATE: Review of applications will begin immediately and will continue until position is filled.

The SDSM&T Alumni Association does not discriminate on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference, or disability in employment or the provision of service.