EXECUTIVE ASSISTANT
SD MINES ALUMNI ASSOCIATION

POSITION DESCRIPTION: This full-time position provides support for Alumni Association operations.

TASKS:
- Providing office support such as answering the telephone, and greeting guests
- Composing and word processing correspondences
- Maintaining file and computer data systems
- Gathering and providing alumni information
- Receipting and acknowledging gifts
- Bookkeeping
- Planning and scheduling events
- Organizing alumni awards programs and reunions

KNOWLEDGE:
- English, including grammar, spelling, and punctuation
- Computer software applications (Microsoft Office)
- Database management

ABILITIES:
- Communicate information clearly and concisely in person, via e-mail, via telephone, and via social media, exercising tact, patience, discretion, and professionalism
- Establish and maintain effective and cooperative working relationships, interacting in a supportive manner with alumni, students, faculty, staff, and the public
- Read, comprehend, gather, prepare, and summarize data from a variety of sources
- Word processing accurately, be detail-oriented, handle multiple tasks, and prioritize accordingly
- Provide outstanding customer service for internal and external constituents
- Use a computer, copy machine, and other office equipment

EDUCATION:
- High school diploma or a GED certificate
- Two-year associate’s degree or a four-year bachelor’s degree preferred

SALARY: Commensurate with qualifications and experience

NOTE: This position is not directly affiliated with the State of South Dakota. No medical benefits are available at this time.

APPLICATION PROCEDURES: Send a cover letter, a current resume, and the names, e-mail addresses, and phone numbers of three references to:

Larry Simonson, SD Mines Alumni Director
SD Mines Alumni Association or e-mail: Larry.Simonson@sdsmt.edu
306 E Saint Joseph St – Suite #100
Rapid City, SD  57701

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

The SD Mines Alumni Association does not discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status in employment or the provision of service.