SDSM&T FOUNDATION
ADMINISTRATIVE ASSISTANT

The SDSM&T Foundation is seeking qualified candidates for an Administrative Assistant position. This position accomplishes administrative tasks to support operations as they relate to fund-raising activities. Tasks include data entry, preparing and reconciling reports, preparing correspondence for both internal and external constituents; processing mail; filing; maintaining office supplies. The position performs a combination of professional duties requiring independent judgment, research and analysis, and problem solving to support office functions.

Candidates must be able to interact effectively with a wide diversity of people, have excellent interpersonal skills, and must be able to communicate well in verbal and written form. Organization skills, attention to detail, and ability to multi-task are required. Candidates should have strong computer skills, specifically working knowledge of word processing, database, and spreadsheet programs. Office experience is preferred.

Salary will be commensurate with qualifications and related experience. Excellent benefits package. This position is a position of the SDSM&T Foundation and not the State of South Dakota.

Submit a letter of application, a current résumé, and the names, addresses, and phone numbers of three current references to:

Ms. Leah Mahoney, Director of Planned Giving
SDSM&T Foundation
306 East Saint Joseph Street #200
Rapid City, SD 57701-3995
Leah.Mahoney@sdsmt.edu

Review of applications will begin September 21, 2015, and will continue until the position is filled.

The SDSM&T Foundation 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.