



Advancement Office Administrative Assistant

Quest University Canada seeks a part-time Administrative Assistant for a 12-months contract to support the Advancement Office. Reporting to the Manager of Advancement, this position administers all aspects of the fundraising process, including but not limited to: gift solicitation, processing, recording and reporting; donor databases; donor recognition and stewardship; fundraising events; and other administrative support.

Requirements

- Minimum 2 years' experience in a similar role
- Bachelor's degree
- Superior internet search skills
- Proficiency in Microsoft Office 365 software suite – Word, Excel, PowerPoint, Outlook, and Access Database
- Familiarity with fundraising software
- Knowledge of at least one database management program
- Strong interpersonal and organizational skills
- Demonstrated outstanding communication skills (a writing sample will be required of all final candidates)
- Proofreading and editing skills
- Ability to manage multiple tasks
- Ability to exercise discretion, use independent judgment, and maintain confidentiality
- A willingness to engage in project establishment and implementation
- Excellent time management skills and demonstrated ability to meet deadlines in an organized manner
- Accuracy and attention to detail.
- Attention to detail, confidentiality and ethical gathering of information presumed.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at www.questu.ca.*

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: October 5, 2018 or until position is filled.

Start date: October 15, 2018

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***