POSITION: Administrative/Database Support II  
DEPARTMENT: Development & Alumni Relations  
DATE POSTED: November 24, 2015

Primary Purpose:
Primary emphasis is to support the work of the Development Services functions (gift accounting and processes, database management and reporting tools, and donor stewardship). Provides administrative support to the entire staff of the Development & Alumni Relations Office.

Responsibilities:
- Responsible for all Banner database clean-up, maintenance, and record keeping.
- Maintains a Banner manual for the office of Development & Alumni Relations and coordinates with the Development Operations staff in DeLand to ensure consistency in Banner procedures.
- Responsible for the processing and accounting of all gifts made in support of the College of Law.
- Serves as a liaison with the Business Office relating to the processing and accounting of all gifts.
- Works with the Assistant Dean of Development & Alumni Relations in coordinating strategic initiatives and processes involving Alumni Records/Information.
- Works with the Banner database to provide strategic alumni/gift reports, which supports the work of other staff members.
- Provides back up support in absence of department Administrative Specialist.
- Other duties as assigned.

Qualifications:
A.A./A.S. degree strongly preferred. 3-5 years of administrative experience required, with an emphasis on database maintenance and management. Ability to work as a member of a team, as well as independently. Should possess strong written and verbal communication skills. Strong attention to detail and accuracy. Must maintain a high level of organization. Confidentiality is a must. High degree of flexibility. Proficient in MS Office (Word, Excel, Access, PowerPoint). Preferred skills include Banner, Lexis and Westlaw.

Please visit [http://www.law.stetson.edu/jobs](http://www.law.stetson.edu/jobs) Click on How to Apply to complete the secure online application and upload your resume. You may also mail your cover letter/resume/application and salary requirements to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

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