

**USF Job Class Description**

JOB CODE: 4322

JOB TITLE: Advancement Administrator

JOB FUNCTION: University Advancement

PAY PLAN: 21

CAREER BAND: E

FLSA: Exempt

Effective Date : 05/01/08

Job Title: Advancement Administrator

Job Summary

An Advancement Administrator is responsible for the administration of a designated program, project or function within the University Advancement department including but not limited to donor relations, stewardship and scholarship.

Nature of Work

This position is responsible for performing professional work that is substantially varied in nature under general direction from a Director, Program Director-Advancement or other appropriate administrator. Assignments are received in the form of results expected, and there is substantial discretion to determine procedures and work products. The specific duties of each position within this class may vary depending on the specific function the Advancement Administrator specializes in. Advancement Administrators should possess substantial knowledge of the particular program or function they manage and they should also possess excellent oral and written communications skills. This position meets the FLSA criteria for an administrative exemption due to the primary duty of exercising discretion and independent judgment over matters of significance.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Manages the privately funded scholarship award program including developing, recommending and implementing new policies and procedures.
- Serves as liaison to USF Financial Aid regarding all issues related to privately funded scholarships with Financial Aid awards.
- Coordinates and implements programs for gift acknowledgement, donor recognition and donor stewardship to include developing and maintaining a streamlined stewardship process.
- Provides customer service to donors who contact Donor Relations.

- Establishes selection committees and conducts or coordinates interviews to evaluate information submitted by scholarship applicants
- Develops and maintains an audit process for university wide and CCU (college/campus/unit) scholarships to ensure that scholarships are awarded regularly and that the awards are in compliance with donor restrictions and USF Foundation policies and procedures.

Minimum Qualification Requirements

This position requires a Bachelor's degree with at least 1 year of experience directly related to the duties and responsibilities specified. Work experience may be substituted for the degree requirement on a year for year basis.