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**SNOW  
COLLEGE**

OPEN POSITION:

**Advancement Administrative  
Assistant, Ephraim**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success

and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

***Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.***

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



# The Job

## QUALIFICATIONS

- Associates Degree preferred (or equivalent experience)
- Strong writing skills (writing sample requested)
- Proficient at Microsoft Word and Excel
- Blackbaud or other database administration experience preferred
- Ability to multitask and work under pressure
- Ability to work independently in the absence of specific instruction
- Strong organization and time management skills
- Ability to manage a consistent work schedule while balancing flexible assignment requirements
- Ability to establish and maintain effective working relationships with others Strong attention to detail and accuracy
- Ability to maintain confidentiality
- Excellent and effective troubleshooting skills and application of critical and analytical thinking concepts to work assignments and to problem resolutions
- Must be able to provide excellent customer service, including effective verbal and written communication skills.

## RESPONSIBILITIES

### GENERAL DUTIES:

Coordinates the administrative functions of the Advancement Office and serves as the administrative support for the Director of Advancement.

- Provides daily database administration including gift entry, data management, and gift acknowledgement for the Foundation.
- Serves as customer service leader for the Advancement Office. Interacts with constituents at all levels. Coordinates all aspects of donor recognition and cultivation activities.
- Produces reports, reconciles giving data with the Business Office, and manages related database tasks.
- Creates and manages lists for direct mail and stewardship efforts.
- Coordinates appointments for the Advancement Director as needed.
- Ensures ethical and confidential management of donor and prospect records. 11/9/23, 9:33 AM Job Bulletin <https://www.schooljobs.com/careers/snowcollege/jobs/newprint/3369841> 2/2 Agency Snow College Address 150 College Avenue Ephraim, Utah, 84627 Phone 435-283-7044 Website <http://www.snow.edu>
- Provides staff support for the Foundation Board, including board and committee meeting scheduling, setup, and meeting minutes.
- Performs additional duties as assigned by the Director of Advancement including special projects.

Specific tasks:

- Daily gift entry and letters
- Monthly gift charging
- Monthly gift reports
- Other Reports

- 1. Tax reports

Mailers:

- Annual mailer design and list
- Sponsorship renewals
- Board Support – type minutes, schedule room and catering, work with members, update website, etc.
  - 1. Foundation Board
    - Alumni Council
    - Scholarship Committee
- Other associated committee
- Other tasks as requested.

#### **ADDITIONAL INFORMATION**

Preferred 5 days per week, but can be flexible. No remote work, except special circumstances.

Applications received by 11:59 PM on December 21, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed unless deemed appropriate by college administration.

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's [Strategic Plan](#).

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



# THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on December 21, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

