Development Coordinator

Position Details

Position Information

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>C1646P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Link for Posting</td>
<td><a href="http://jobs.uark.edu/postings/35548">http://jobs.uark.edu/postings/35548</a></td>
</tr>
<tr>
<td>Working Title</td>
<td>Development Coordinator</td>
</tr>
<tr>
<td>Position Number</td>
<td>12512</td>
</tr>
<tr>
<td>Department</td>
<td>University Libraries Development</td>
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</tbody>
</table>

About the University

Founded in 1871, the University of Arkansas is a land grant institution, classified by the Carnegie Foundation among the nation’s top 2 percent of universities with the highest level of research activity. The University of Arkansas works to advance Arkansas and build a better world through education, research and outreach by providing transformational opportunities and skills, promoting an inclusive and diverse culture and climate, and nurturing creativity, discovery and the spread of new ideas and innovations. Ten colleges and schools serve more than 27,600 students with 200+ academic programs. U of A students earn nationally competitive awards at an impressive rate and represent all 50 states and 120 countries. The University of Arkansas campus is located in Fayetteville, a welcoming community ranked as one of the best places to live in the U.S. The growing region surrounding Fayetteville is home to numerous Fortune 500 companies and one of the nation’s strongest economies. Northwest Arkansas is also quickly gaining a national reputation for its focus on the arts and overall quality of life. Arkansas is a natural wonder of forests, mountains and lakes framed by picturesque rivers and streams. Some of the best outdoor amenities and most spectacular hiking trails are a short drive from campus.

As an employer, the University of Arkansas offers a vibrant work environment and a workplace culture that promotes a healthy work-life balance. The benefits package includes university contributions to health, dental, life and disability insurance, tuition waivers for employees and their families, 12 official holidays, immediate leave accrual, and a choice of retirement programs with university contributions ranging from 5 to 10% of employee salary.

About the College/Department

The University Libraries system is comprised of David W. Mullins (main) Library, the Physics Library, the Chemistry and Biochemistry Library, the Fine Arts Library, the Robert A. and Vivian Young Law Library, and the Library Annex. Combined holdings number over 2 million volumes. The libraries participate in the Greater Western Library Alliance, the Center for Research Libraries, and other state and national consortia. Library personnel (FTE) include 73 faculty and professional staff, 58 support staff, and 30 student assistants.

Department Home Page

[https://libraries.uark.edu/](https://libraries.uark.edu/)

Job Type

Staff

Summary of Job Duties

The Development Coordinator performs administrative duties to support the University Libraries Office of Development. The coordinator maintains appointment calendars, advises on possible meetings/events, and makes travel arrangements for the Director of Development, donors, and other library personnel involved in meeting with donors. This position prepares correspondence, serves as office receptionist, and assists the Assistant Dean for Academic and Research Services and the Associate Dean as requested. This position contacts donors, schedules appointments, completes research and compiles background information, prepares reports, transcribes dictation, and assists in identifying possible funding sources from foundations and other organizations. The coordinator assists in planning meetings for library development committees, including preparing documents and taking minutes; maintains donor database and mailing list; prepares financial reports; assists with the Annual Fund campaign; assists in planning general library and campus development events; and serves as back-up to the Dean’s administrative assistant. This position reports jointly to the Director of Development and the Dean of Libraries.

Minimum Qualifications:

Please ensure that all relevant application materials include details addressing the minimum qualifications. Applicants not meeting the minimum qualifications will be

- The formal education equivalent of a high school diploma
- At least one year of specialized training in business management, business education, or a related field
- At least three years of experience in specialized or a related field applicable to work performed

*Applicable equivalencies may be considered.*
| **Does this job require any license(s)/certification(s)?** | No |
| **If yes, please specify** | |
| **Preferred Qualifications** | - Experience in a professional fundraising office, department, or non-profit  
- Experience with Advance software  
- Experience with RazorBuy  
- Experience with making travel arrangements for others  
- Experience coordinating events |
| **Knowledge, Skills and Abilities (KSAs)** | - Excellent written and verbal communication skills (including via telephone)  
- Ability to creatively solve problems  
- Proficiency in Excel and Word software programs  
- Outstanding customer service skills  
- Deep understanding of the University of Arkansas |
| **Physical activities associated with this position** | The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.  
**Occasionally:**  
- Balancing  
- Feeling  
- Kneeling  
- Lifting  
- Pulling  
- Pushing  
- Sharps  
- Sitting  
- Standing  
- Stooping  
- Walking  
**Frequently:**  
- Manipulate items with fingers, including keyboarding  
- Grasping  
- Hearing  
- Reaching  
- Repetitive motion  
- Talking  
Employee is required to have visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes. |
<p>| <strong>Physical Conditions</strong> | None. The employee is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). |
| <strong>Work Schedule</strong> | Monday - Friday, 8:00 a.m. - 5:00 p.m. |
| <strong>Overtime Eligible</strong> | Yes |
| <strong>Is this position weather/event essential?</strong> | No |
| <strong>If yes, the employee in this position will report to work at the scheduled time when the University is closed due to inclement conditions.</strong> | |
| <strong>Work Location/Building</strong> | Fayetteville Campus – Mullins Library, Development Office |</p>
<table>
<thead>
<tr>
<th>Benefits Eligible</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Percent</td>
<td>100</td>
</tr>
<tr>
<td>Salary</td>
<td>$25,268</td>
</tr>
<tr>
<td>Pay Grade Level</td>
<td>C112</td>
</tr>
<tr>
<td>Type of Background Checks Required</td>
<td>National criminal background and registered sex offender check</td>
</tr>
<tr>
<td>Pre-employment Screening Requirements</td>
<td>The University of Arkansas is committed to providing a safe campus community. We conduct background checks for applicants being considered for employment. Background checks include a criminal background check and a sex offender registry check. For certain positions, there may also be a financial (credit) background check, a Motor Vehicle Registry (MVR) check, and/or drug screening. Required checks are identified in the position listing. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.</td>
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**Posting Detail Information**

<table>
<thead>
<tr>
<th>Future Open Date</th>
<th></th>
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<tbody>
<tr>
<td>Close Date</td>
<td>08/11/2019</td>
</tr>
<tr>
<td>Open Until Filled</td>
<td>No</td>
</tr>
<tr>
<td>Anticipated Start Date</td>
<td></td>
</tr>
<tr>
<td>Anticipated End Date (for temporary appointments)</td>
<td></td>
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</table>

**Recruitment Contact Information**

<table>
<thead>
<tr>
<th>Kathy Riggle</th>
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<tbody>
<tr>
<td>Library Human Resources Manager</td>
</tr>
<tr>
<td>University of Arkansas Libraries</td>
</tr>
<tr>
<td>365 N. McIlroy Avenue</td>
</tr>
<tr>
<td>Fayetteville, AR 72701-4002</td>
</tr>
<tr>
<td>Phone: (479) 575-3080</td>
</tr>
<tr>
<td>Fax: (479) 575-4623</td>
</tr>
<tr>
<td>Email: <a href="mailto:libhrofc@uark.edu">libhrofc@uark.edu</a></td>
</tr>
</tbody>
</table>

All application materials must be uploaded to the U of A’s employment system at jobs.uark.edu. Please do not send to listed recruitment contact.

**Special Instructions Summary**

**Hiring Location**

222 Administration Building Fayetteville, AR 72701.

**EEO Statement**

The University of Arkansas is an equal opportunity, affirmative action institution. The university welcomes applications without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.

**Internal Posting**

No

**Work Location**

Fayetteville, AR

### Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have the formal education of a high school diploma or equivalent?
   - Yes
2. * Do you have at least one year of specialized training in business management, business education, or a related field?
   - Yes
   - No

3. * Do you have at least three years of experience performing administrative, clerical, or development duties?
   - Yes
   - No

4. * Please describe your business management, administrative, and clerical experience, including years of experience.
   (Open Ended Question)

5. * Please describe your library development experience, including years of experience.
   (Open Ended Question)

6. * Please describe your experience in a professional fundraising office, department, or non-profit.
   (Open Ended Question)

7. * Please describe your experience working with Advance software.
   (Open Ended Question)

8. * Please describe your experience working with RazorBuy.
   (Open Ended Question)

9. * Please describe your experience making travel arrangements for others.
   (Open Ended Question)

10. * Please describe your experience coordinating events.
    (Open Ended Question)

11. * Please describe your proficiency with Microsoft Word and Excel.
    (Open Ended Question)

Documents Needed to Apply

**Required Documents**

**Optional Documents**

1. Resume
2. Cover Letter/Letter of Application
3. Proof of Veterans Status