



Administrative and Travel Coordinator

The Administrative and Travel Coordinator serves as the front-line contact for the administrative suite's visitors and provides support for the administrative suite staff. This position also assists with the Traveling Wildcats program, Alumni Center paver program, merchandise and stewardship correspondence.

Key Responsibilities

- Greets and assists all visitors that come into the administrative suite.
- Provides back-up for incoming phone calls to administrative department staff.
- Provides support services for the Traveling Wildcats program, including traveler assistance, trip confirmation documents, pre-departure correspondence, etc.
- Processes Alumni Center Paver orders including certificates and thank you letters and maintains the Paver maps and database.
- Prepares a variety correspondence for Association President and CEO.
- Prepares and processes thank you letters for all donations.
- Assists with merchandise fulfillment and inventory.
- Handles mail for the suite and maintains monthly postage logs.
- Assists with back-up for Alumni Center receptionist desk.
- Manages maintenance schedule of Association vehicles.
- Other duties and special projects as assigned.

Requirements

- Experience in Microsoft Office Suite
- High school diploma or GED equivalent.
- Minimum of two years' work experience in an area relevant to the position.
- An equivalent combination of relevant education and experience will be considered.

Preferred Qualifications

- Self-starter with strong writing, speaking and interpersonal skills.
- Strong organizational skills, ability to handle multiple tasks, attention to detail, and ability to meet deadlines.
- Ability to work independently and drive projects to completion.



Salary and Benefits

Competitive Salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.

Submit letter of interest, resume and three references to: Attn: Human Resources, K-State Alumni Association, 100 Alumni Center, 1720 Anderson Avenue, Manhattan, KS 66506-1001. Screening of applicants will begin on October 2 and continue until the position is filled. For questions, contact Matt Schwartz, Business Manager, K-State Alumni Association, 785-532-5055. Applications or questions may be submitted online to mschwartz@k-state.com.