Administrative Coordinator, AAD

highereedjobs.com/search/details.cfm

Type: Full-Time
Salary: $26.41 - $30.69 per hour
Posted: 2 days ago
Category: Alumni Relations

Cornell University

About Cornell Alumni Affairs and Development

Cornell Alumni Affairs and Development (AAD) advances Cornell University's mission by building lifelong relationships with alumni, donors, and friends while securing philanthropic support that fuels teaching, research, and public engagement. Through engagement, stewardship, and fundraising, AAD helps ensure Cornell's long-term excellence and impact.

The Opportunity

We are seeking a highly organized, detail-oriented Administrative Coordinator to join our Advancement "pod" team supporting multiple colleges and units. This role is central to the success of our fundraising and engagement efforts and offers the opportunity to work closely with senior advancement leaders, alumni, donors, volunteers, and campus partners.

Reporting to the Pod Leader, the Administrative Coordinator provides comprehensive administrative, operational, and logistical support to the pod, including Chief Development Officers (CDOs), a Major Gift Officer, the Director of Alumni Engagement, and other advancement colleagues. If you thrive in a collaborative environment, enjoy taking on a variety of responsibilities, and take pride in keeping complex operations running smoothly, this role may be an excellent fit.

What You Will Do

As Administrative Coordinator, you will support the daily operations and long-term success of advancement activities across the pod. Your work will include:

Administrative & Office Support

- Provide administrative support to the Pod Leader and Chief Development Officers, including scheduling, correspondence, documentation, and record management.
- Prepare, track, and organize correspondence, proposals, reports, and meeting materials.
- Serve as a helpful point of contact for alumni, volunteers, and advisory council members by responding to inquiries and preparing requested materials.
- Maintain accurate records and data integrity, including contact reports, volunteer tracking, and event coding.
- Organize and maintain shared digital files and departmental resources to ensure accessibility and accuracy.

Travel Coordination

- Coordinate all travel arrangements for the Pod Leader and Chief Development Officers, including itineraries, lodging, and meeting logistics.
- Ensure travel arrangements are cost-effective and comply with university guidelines.

Budget & Financial Support

- Process bills, travel vouchers, and expense reimbursements for multiple colleges and units.
- Assist with budget tracking and account monitoring.
- Coordinate financial documentation, including vendor contracts, purchase orders, invoices, deposits, and event-related expenses.
- Reconcile expenses associated with engagement programs, reunions, and annual fund activities.

Calendar & Event Coordination

- Coordinate calendars for the Pod Leader and Chief Development Officers to ensure efficient scheduling and clear communication.
- Coordinate logistics for events, meetings, and programs, such as advisory council meetings, donor activities, and dean's office engagements.
- Collaborate with academic administrative offices and advancement colleagues on multi-unit meetings and briefings.
- Assist with agendas, briefing materials, event materials, and follow-up communications.

Continuous Learning & Team Engagement

- Participate in relevant university training and professional development opportunities.
- Stay current with tools, technologies, and best practices that support the role.
- Contribute ideas and recommendations to support departmental goals.
- Participate actively as a member of a collaborative and supportive team.
- Perform other duties as needed.

This role offers meaningful exposure to senior leaders, cross-campus collaboration, and advancement work that strengthens relationships with alumni, donors, and volunteers. You'll be part of a team that values integrity, teamwork, and continuous improvement. If you are an adaptable, organized, and proactive administrative professional, we encourage you to apply with your resume and cover letter!

What We Need

A cover letter and resume outlining your interest and how your experience and goals align with the potential for mutual success in the role are required for consideration.

- Associate's degree and 2 to 4 years of relevant experience, or equivalent combination.
- Strong interpersonal, verbal, and written communication skills, with the ability to work effectively with faculty, staff, alumni, volunteers, and senior administrators across multiple colleges/units.
- Excellent organizational skills and attention to detail, with the ability to juggle multiple tasks, prioritize effectively, and meet tight deadlines.
- Demonstrated ability to maintain confidentiality and exercise sound judgment while working with sensitive and highly confidential information.
- Technological proficiency, including experience with Microsoft Office products (Outlook, Teams, Excel), desktop applications, databases, and online systems; comfort learning and using emerging tools and AI-supported platforms.
- Experience coordinating meetings, events, or logistics, including preparing materials, managing budgets or accounts, and handling vendor or financial documentation.
- Ability to build inclusive working relationships and work collaboratively within a multi-college pod environment.

Demonstrated adaptability and comfort working in a fast-paced, evolving environment that encourages creative problem-solving and continuous improvement.

It Would Be a Bonus if You Have Any of the Following

- Familiarity with Cornell University policies, procedures, and administrative systems.
- Experience supporting Alumni Affairs and Development or working within a higher education advancement environment.
- Knowledge of PeopleSoft, Salesforce, or similar financial and CRM systems.

Important Notes About Applying

- **A cover letter and resume outlining your interest and how your experience and goals align with the potential for mutual success in the role are required for consideration.**
- This position is eligible for a hybrid work arrangement. Employees typically perform this role on-campus 2 days per week and remotely 3 days per week.
- There is no relocation assistance available for this position.
- There is no visa sponsorship available for this position.

Rewards and Benefits

- This position is eligible for a hybrid work arrangement. Employees typically perform this role remotely 3 days per week and on-campus 2 days per week. The university reserves the right to modify, suspend, revoke or terminate the hybrid work arrangement at any time.
- Cornell receives national recognition as an award-winning workplace for our health, wellbeing, and sustainability.
- Our benefits programs include comprehensive health care options, generous retirement contributions, access to wellness programs, and employee discounts with local and national retail brands. We invite you to follow this link to get more information about our benefits: Understand Your Benefits | Working at Cornell.
- Our leave provisions include health and personal leave, three weeks of vacation and 13 holidays: Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and an end of the year winter break from December 25-January 1. To offer greater flexibility for observing faiths and traditions we also offer two additional floating holidays. Learn more about our generous leave provisions: Holiday and Accrued Time Off | Working at Cornell
- Cornell's impressive educational benefits include tuition-free Extramural Study and Employee Degree Program, tuition aid for external education, and Cornell Children's Tuition Assistance Program. Learn more about our extensive educational benefits: Education Benefits | Working at Cornell

- Follow this link to learn more about the Total Rewards of Working at Cornell:Total Rewards | Working at Cornell.
- ***Visa sponsorship is not available for this position.***
- ***Relocation assistance is not available for this position.***

Cornell is an equal opportunity employer. For more information, visit hr.cornell.edu/eeo.

University Job Title:

Administrative Asst IV
Job Family:

Administration
Level:

D
Pay Rate Type:

Hourly
Pay Range:

$26.41 - $30.69
Remote Option Availability:

Hybrid
Company:

Contract College
Contact Name:

Brad Stock
Contact Email:

bs223@cornell.edu
Job Titles and Pay Ranges:

Non-Union Positions

Noted pay ranges reflect the potential pay opportunity for each job profile. The hiring rate of pay for the successful candidate will be determined considering the following criteria:

- Prior relevant work or industry experience
- Education level to the extent education is relevant to the position
- Unique applicable skills

- Academic Discipline

To learn more about Cornell's non-union staff job titles and pay ranges, see Career Navigator.

Union Positions

The hiring rate of pay for the successful candidate will be determined in accordance with the rates in the respective collective bargaining agreement. To learn more about Cornell's union wages, see Union Pay Rates.

Current Employees:

If you currently work at Cornell University, please exit this website and log in to Workday using your Net ID and password. Select the Career icon on your **Home** dashboard to view jobs at Cornell.

Online Submission Guidelines:

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter. You can upload documents either by "dragging and dropping" them into the dropbox or by using the "upload" icon on the application page. For more detailed instructions on how to apply to a job at Cornell, visit How We Hire on the HR website.

Employment Assistance:

For general questions about the position or the application process, please contact the Recruiter listed in the job posting or email mycareer@cornell.edu.

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell Office of Civil Rights at voice (607) 255-2242, or email at accommodations@cornell.edu.

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also request an appointment to use a dedicated workstation in the Office of Talent Attraction and Recruitment, at the Ithaca campus, by emailing mycareer@cornell.edu.

Notice to Applicants:

Please read the required Notice to Applicants statement by **clicking here**. This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

EEO Statement:

Cornell welcomes students, faculty, and staff with diverse backgrounds from across the globe to pursue world-class education and career opportunities, to further the founding principle of "... any person ... any study." No person shall be denied employment on the basis of any legally protected status or subjected to prohibited discrimination involving, but not limited to, such factors as race, ethnic or national origin, citizenship and immigration status, color, sex, pregnancy or pregnancy-related conditions, age, creed, religion, actual or perceived disability (including persons associated with such a person), arrest and/or conviction record, military or veteran status, sexual orientation, gender expression and/or identity, an individual's genetic information, domestic violence victim status, familial status, marital status, or any other characteristic protected by applicable federal, state, or local law.

Cornell University embraces diversity in its workforce and seeks job candidates who will contribute to a climate that supports students, faculty, and staff of all identities and backgrounds. We hire based on merit, and encourage people from historically underrepresented and/or marginalized identities to apply. Consistent with federal law, Cornell engages in affirmative action in employment for qualified protected veterans as defined in the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and qualified individuals with disabilities under Section 503 of the Rehabilitation Act. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations in accordance with applicable law.

2026-04-28
Cornell University is an equal opportunity, affirmative action educator and employer.