



2. Provides leadership and oversight for donor contracts/agreements, grants, economic development, community advancement, scholarship, student





Work is performed indoors where minimal safety considerations exist.

This position is based in an office environment where the primary duties involve sedentary work, although it does necessitate occasional movement around the campus and to off-campus locations. The individual in this role will frequently engage in communication with members of the campus community using various methods, requiring the ability to convey and understand accurate information. The role demands a significant amount of time spent viewing computer screens and reading printed materials, accounting for about 50% of the work. Operation of office equipment such as computers, calculators, copy machines, and printers is a constant requirement. Additionally, this position occasionally requires the physical ability to lift, push, and pull medium-weight objects (less than 30 lbs.) with or without accommodation. Flexibility in scheduling is necessary, as the role may include working evenings, weekends, and split schedules.

