



UTEP INSTITUTIONAL ADVANCEMENT

WE'RE HIRING!

Advancement Services Officer

About This Position

Work Modality: Hybrid - Institutional Advancement is seeking a candidate within a commutable distance from campus

Who We Want

As we grow our Finance and Business Services unit, we are looking for a highly collaborative individual with a passion to contribute and support various areas of the Advancement Services team. Whether it's processing purchase orders, conducting monthly accounting reconciliations, or maintaining inventory, you're able to stay organized while juggling multiple projects, people, and priorities.

Additionally, you embody an unending commitment to positively contributing to our team culture; we all commit to making UTEP IA a great place to work. You have tenacious optimism and a goal-oriented, growth mindset, with the ability to remain flexible and develop creative solutions in pursuit of always maintaining forward momentum. You thrive in a dynamic environment, continually balancing competing priorities. You have the ability to work independently and collaboratively, supporting the success of all colleagues and prioritizing UTEP's overall goals above personal achievement.

About the Finance and Business Services Unit

The Finance and Business Services unit provides both administrative and operational support for the division's advancement initiatives and fundraising efforts. This includes financial management, travel, reimbursements, and vendor management.

What You'll Do

Reporting to the **Associate Director of Finance and Business Services**, with a dotted line to the Associate Vice President for Advancement Services, and working closely with other Institutional Advancement units, you'll be responsible for tracking all payments and expenditures, including payroll, purchase orders, invoices, statements, and interdepartmental transfers while maintaining a high degree of confidentiality on all sensitive information.

Your duties will also include the maintenance and organization of filing and archive systems to facilitate the expeditious retrieval of information. You'll reconcile processed work by verifying entries and comparing system reports to balances. Additionally, you'll handle the timely and accurate processing of financial paperwork, including payment vouchers, reimbursements, purchase requisitions, contracts, obtaining quotes from vendors, monthly credit card reconciliation, and monthly and yearly account reconciliation. You will also handle travel authorizations and compile documents for travel-related meetings and conferences.

In collaboration with the Business Intelligence unit, you'll support our data integrity efforts through projects including filing clippings, obituaries, and correspondence in prospect and donor files (P&D) housed in our centralized filing system, Laserfiche. You'll also update information such as deceased records, address changes, and undelivered mail.

As an administrative point person for the Advancement Services management team; you may be tasked with calendaring, meeting preparation, and smaller projects as needed. You'll be managing several high-priority tasks at the same time. You must be able to decipher between urgency and importance – and, more importantly, how to shift and reprioritize projects that fall under the category of both!

Salary:
\$40,000
Annually

The University of Texas at El Paso offers a comprehensive [benefits program](#) that enhances the overall compensation package for our employees. Our employees receive tuition assistance, ongoing professional development opportunities, wellness support, and a robust [holiday schedule](#). Institutional Advancement also offers flexible, hybrid work options for work-life balance.




Qualifications and Preferred Skills

Minimum Qualifications:

- Bachelor's degree
- 1 year of related experience in an administrative or financial support role; or equivalent combination of education and experience.

Preferred Qualifications

- Experience in a non-profit organization and/or higher education fundraising setting
- Experience using project management platforms (we use Asana)
- Experience working with third-party vendors
- Proficiency in Microsoft Office software and ability to learn and use institutional software systems



In keeping with its access, excellence and impact mission, The University of Texas at El Paso is committed to an open, diverse, and inclusive learning and working environment that honors the talents, respects the differences, and nurtures the growth and development of all. We seek to attract faculty and staff who share our commitment.

**EEO/
AA**

The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender in employment or the provision of services in accordance with state and federal law. Discrimination on the basis of sex includes an employee's or prospective employee's right to be free from sexual harassment under Title IX of the Higher Education Amendments of 1972.

For accommodation information for employees and applicants with disabilities, please contact UTEP's Equal Opportunity Office at eoaa@utep.edu.



What is Institutional Advancement?



Our work in Institutional Advancement is to advance the University and transform generations.

Our team works cohesively to build strategic relationships, keep alums connected to the University, and match philanthropic goals with institutional priorities to advance, support, and sustain the University's mission. Our division relies on the constant collaboration of our departments – Advancement Services, Development, and Strategy & Engagement.

With a growing team and vastly unrealized fundraising potential, we had our third straight record-breaking year last year and are poised for continued growth and success. Maintaining that momentum, we are excited to continue implementing innovative ways to extend our reach and impact. As America's leading Hispanic-serving university, the University of Texas at El Paso (UTEP) is dedicated to increasing access to excellent higher education

and positively impacting the community we serve. In Institutional Advancement (IA), we know that our success is built on the contribution of a diverse team in its people, thoughts, and experience. Our culture of care and inclusive excellence is more than a commitment at UTEP IA—it is the foundation of all we do.

Read on to understand who we're looking for in this role, what you'll do, and the skills and experiences we're after. Please use your cover letter to tell us about your interest in UTEP and Institutional Advancement and what you hope to bring to this role.



Our Values

Accountability



We define **accountability** as acting with integrity and ownership. In action, this means fully engaging with our responsibilities and being proactive rather than reactive. We prioritize the interests of alumni, donors, and the team above personal convenience or gain.

Balance



Balance emphasizes the importance of actively contributing to a positive organizational culture by fostering trust, engagement, and self-motivation among colleagues. This involves promoting a caring, connected, and collegial team mindset while actively seeking supportive, friendly relationships at work.

Collaboration



Collaboration is essential to our success, defined by coordinated teamwork and the active pursuit of diverse ideas and approaches. We recognize and celebrate differences, treating colleagues with respect and compassion.

Pursuit of Excellence



Our commitment to the **pursuit of excellence** involves aspiring towards continuous improvement. We encourage personal and professional growth, present challenges with multiple solutions, and support development at both individual and collective levels. We embrace change, take smart risks, and invest time and resources to enhance our effectiveness.

About UTEP



The University of Texas at El Paso is America's leading Hispanic-serving university. 94% of our nearly 25,000 students are minorities, and half are the first in their families to go to college.

- UTEP offers 169 bachelor's, master's, and doctoral degree programs.
- UTEP is the only open-access, top-tier research university in America.
- It is also one of the only top-tier research universities in the country with a majority Hispanic student population.
- UTEP is located at the heart of the U.S.- Mexico border in one of the largest binational communities in the world.
- UTEP is ranked fourth in Texas for federal research expenditures at public universities.
- UTEP was ranked number 1 in the U.S. for its success in achieving both competitive research and student social mobility.

UTEP has one of the lowest out-of-pocket costs of all U.S. research institutions and has been recognized as a leader in social mobility for helping graduates move from family incomes in the bottom 20% to the top 20%.



What's it Like to Live in El Paso

The cost of living is **lower** than the national average, making El Paso one of the most affordable places to live in Texas.



This position is based in El Paso, Texas, known as the “Sun City” due to its average of 300 days of sunshine per year. It is nestled at the base of the Franklin Mountains, which offers a diverse range of recreational activities such as hiking, biking, camping, and other outdoor adventures. El Paso is home to a vibrant arts and culture scene, with a variety of museums, theaters, festivals, live performances, and restaurants throughout the area, reflecting the

city’s rich heritage. El Paso is a growing urban community with a population of more than 800,000. El Paso and its sister city across the border, Ciudad Juárez, form one of the world’s largest binational and multicultural metropolitan areas. Housing expenses are [30% lower](#) than the national average, and the cost of living is [10% lower](#), making it one of the most affordable places to live in Texas.



We Look Forward to Hearing From You!



[CLICK HERE TO APPLY](#)

As we grow our team, we are searching for experienced, motivated, and mission-driven team members. For position inquiries or to schedule an informational meeting, please complete and submit our [Career Interest Form](#).

