



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a full-time INSTITUTIONAL ADVANCEMENT (IA) ADMINISTRATIVE AND EVENTS ASSISTANT

POSITION PURPOSE: The IA Administrative and Events Assistant provides confidential, consistent and professional support to the Institutional Advancement Team, requiring strong organizational and communication skills and the ability to anticipate the needs of the team. The role supports the effective operation of the office through administrative coordination, database support, and coordination of event organizations, contributing to a well-organized, efficient, and responsive IA function.

Candidates should have:

- Bachelor's degree in a relevant field
- Minimum 5+ years of experience
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
- Comfort with internet-based tools and social media platforms
- Excellent command of both English and Turkish (written and spoken)
- Familiarity and practical experience in using AI
- Experience supporting events or institutional operations and organizations
- Experience working with databases or CRM systems preferred
- Strong interpersonal, communication, writing, and organizational skills
- Attention to detail and accuracy
- Strong organizational skills, with the ability to multitask, prioritize effectively, and follow through on assigned tasks
- Ability to work effectively with a wide range of constituencies and maintain appropriate professional boundaries when working with multiple stakeholders
- Demonstrated professional and personal integrity
- Proven ability to handle sensitive and confidential information with discretion

The position mainly involves;

I. IA Office Support:

- Ensure the smooth and efficient day-to-day operation of the IA Office, including calendar coordination, phone and email communications, and office logistics.
- Arrange meetings, record accurate minutes and monitor follow-up actions to ensure timely progress.
- Track project timelines and maintain progress reports in alignment with departmental priorities.
- Provide high-level administrative support to the IA Director.
- Coordinate domestic and international travel arrangements, including hotel accommodations and airfare bookings.
- Liaise with the Accounting Department to process invoices, payments, expense documentation, and related financial procedures accurately and in a timely manner.
- Maintain systematic digital and physical filing systems.
- Scan and archive documents, photographs, and related materials as needed.

- Conduct archival research to source alumni-related and historical documents as needed.
- Maintain and coordinate office supplies and essential workplace consumables.

II. Communications & Events

- Support the planning, coordination, and on-site execution of major institutional events, including but not limited to: Graduation, Registration, Kick-Off, Homecoming, RC Olympics, fundraising and alumni events, and campus visits.
- Support stewardship activities, including alumni engagement initiatives and visitor tours, when required.
- Coordinate alumni and external inquiries related to campus visits and venue use, including scheduling and documentation.
- Act as a liaison between the school and key stakeholders (alumni, donors, partners), and coordinate with external vendors for events only when required.

III. Fundraising and Cultivation

- Assist coordination of fundraising mailings, magazines, receipts etc...
- Prepare and complete the 50th Anniversary files.
- Plan, coordinate, and support volunteer engagement activities and volunteer groups.
- Provide administrative and operational support for fundraising campaigns and donor engagement efforts.
- Organize and support donor cultivation activities, events, and relationship-building initiatives.

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to rchr@robcol.k12.tr by **August 14, 2026** including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***