



JOB DESCRIPTION: Institutional Advancement

Name of Position: Student Worker for Institutional Advancement

Department: Institutional Advancement

Campus Location: Dole Center, Institutional Advancement and various on-campus sites as needed

Supervisor: Steve McCann and Jessica Dibble

Length of Contract: Academic Year, Summer on occasion

Pay Rate: Minimum Wage

Job Purpose: Student workers in the Institutional Advancement assist by completing many of the administrative tasks.

Job Responsibilities:

- Answer telephones, file correspondence, run errands on campus, and make copies.
- Greet office guests, answer questions and direct to the proper individual(s)
- Data entry into PowerCampus to update information, code no contact, etc.
- Assist with creating alumni notes from correspondence sent in or from the newspaper
- Sort and distribute mail –including opening and stamping checks
- Assist donor information specialist with creating memorial and in-honor-of notes
- Scan paperwork for the purpose of electronic filing
- Ability to run mail merges and process mass mailings
- Other administrative duties or special projects as assigned

Qualifications:

- Administrative experience preferred
- Business student with interest in non-profit fundraising preferred
- Familiarity with the office equipment (copier, scanner, etc.)
- Proficient computer skills (Microsoft Word, Excel, Outlook)
- Excellent communication skills and detail oriented
- The ability to handle confidential matters and to be professional
- Ability to work well with others
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week Monday-Friday between 8:00 AM and 5:00 PM

Skill Development Areas:

- Customer Service
- Ability to multi-task
- Communication- verbal and written in clear professional manner
- Punctuality and attendance

Evaluation: Students will be evaluated each semester by supervisors with periodic feedback on completed projects