

Student Employment Job Description

JOB TITLE: Development Student Assistant

DEPARTMENT: Development

REPORTS TO: Manager, Development Operations

REQUIREMENTS:

- **Education/Training:** High School Diploma
- **Experience/Background/Knowledge:** Experience in working with groups of people, speaking in front of people, sharing ideas, collaboration, and an ability to work in an environment where multitasking is common. Experience in the organization of events and projects is preferred.
- **Skills:** Computer skills, Microsoft Office skills, typing skills, collaboration skills, organizational skills, communication skills.
- **Attire on the Job:** Business casual
- **Expectations:** An individual who can demonstrate a professional work ethic and can work in a flexible, changing work environment. This individual will work in a broad range of settings anywhere from working with or speaking in front of a group of students to sitting at a computer entering data. The individual should be able to bring new ideas to the table, and work fluidly with Development team members in a collaborative work setting.
- **Special Requirements:** None

DUTIES (include but not limited to):

- Assist Development Department staff and University Relations staff as needed
- Assist Development Assistant with student programs
- Participate in student events in conjunction with the Development Department
- Data Entry
- Make phone calls to donors thanking them on behalf of the University
- Assist with annual Phonathon

NORMAL WORKING HOURS and DAYS:

Three days a week, two hours per day

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