Position Title: Development Office Assistant
Hourly Rate: $7.25
Department: Development
Supervisor: 
Account Number: 01-62610-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 3 - 4

Work Schedule
A student in this position can expect to work 3 hours per day, 10 hours per week.
The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.
Hours are available during the following times of the day: between 8:30 am -4:30 pm.

Department/Position Overview
Responsibilities will include, but are not limited, to the following: answering phones, data entry, mailings, running errands, some lifting, and other routine office duties. Student workers will be expected to work during homecoming/reunion weekend

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision

Required Training and Skills
☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☒ Detail oriented with strong organizational skills
☐ Familiarity with specific computer software, listed here:
☐ Familiarity with specific equipment, listed here:
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: