Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Stewardship Office Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Development and Alumni Relations</td>
</tr>
<tr>
<td>Work Location</td>
<td>619 College Street</td>
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<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
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<tr>
<td>Supervisor</td>
<td>Operations Coord.</td>
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<tr>
<td>Account Number</td>
<td>01-62610-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  □ Yes  □ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work a minimum of 2 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: 8:00 am - 5:00 pm, morning preferred.

Department/Position Overview
This student worker will be responsible for supporting the fundraising and donor relations goals of the College through stewardship mailings and projects. Other duties as assigned include but are not limited to: assembling fund files, assisting at stewardship events, filing, scanning documents, stuffing and mailing gift acknowledgements, data entry and assisting with mail runs.

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
☒ Assist with Stewardship events, some weekend opportunities available
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: Microsoft suite, especially excel. Database programs.
☒ Familiarity with specific equipment, listed here: Scanner, copier
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: