

## Student Job Description

Department: Advancement Information Services      Location: 17 South Lane, 2nd Floor

Supervisor's Name: Kathy McCann

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

To support Advancement Information Services in maintaining the College's database of records.

Duties and Responsibilities:

- Assist in the forms processing portion of the corporate matching program and compile data on older outstanding projections
- Perform web searches for locating and updating information on our constituents
- Assist in preparing gift entry by using the database to look up donor Union ID numbers
- Use Excel to create spreadsheets and graphs of various data types from biographical information to gift and pledge information
- Handle returned mail, research and update the database for returned mail
- Use a subscription web site to locate addresses and telephone number of lost constituents
- Shred office paper
- File gift account information
- Perform other office duties as assigned

Qualifications for the Position:

- Must keep all information confidential
- Must be dependable and work according to the schedule the student established
- Must be responsible to complete work in a competent and thorough manner.