

Student Job Description

Department: College Relations - Annual Giving Location: Abbe Hall

Supervisor's Name: Jennifer Tys

Please indicate hours/shifts available: Mondays - Fridays, normal business hours

Rate of Pay: minimum wage

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

Duties and Responsibilities:

- Assist with production of solicitation mailings (approximately four per year), includes coding and stuffing envelopes - attention to detail is essential
- Pre-stuff envelopes for pledge reminders, event invitations and etc.
- General office work including copying, collating, shredding, data entry and scanning
- Run on-campus errands
- Other projects as needed

Qualifications for the Position:

- Familiarity working in an office environment
- Detail oriented
- Experience with Microsoft Word and Excel
- Ability to uphold confidentiality expectations