

## Student Job Description

Department: College Relations - Gift Planning      Location: Abbe Hall

Supervisor's Name: Melinda Newcomb

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

Rate of Pay: minimum wage

Purpose/Role of the Position within the Department:

Assist with clerical needs of the Office for Gift Planning and Principal Gifts within College Relations

Duties and Responsibilities:

- Filing
- Data entry
- Preparation of mailings
- Copying
- Scanning

Qualifications for the Position:

- Accuracy
- Confidentiality
- Familiarity with database programs is helpful
- Dependable