

Student Job Description

Department: College Relations - Vice President's Office Location: Abbe Hall

Supervisor's Name: Kathy Newell

Please indicate hours/shifts available: Mondays - Fridays 8:30 a.m. - 5:00 p.m.

Rate of Pay: minimum wage

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

The role of the student employee is to follow the mission and vision as set by the department and to provide support to all of College Relations to ensure the success of all planned programs.

Duties and Responsibilities:

- Provide clerical support to the Office of the Vice President for College Relations, Stewardship Office and other offices as needed. Duties include, but are not limited to collecting and filing alumni
- Duties include, but are not limited to collecting and filing alumni information, entering information into a database, answering phones, assisting with mailings and other projects as assigned.

Qualifications for the Position:

- Ability to work independently and follow directions
- Ability to complete assignments in a timely manner
- Attention to detail
- Discretion regarding confidential information
- Familiarity with Microsoft Office and database programs