



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Advancement Student Office Assistant

Date: September 2017

Department: Advancement

Status: Student Employment

Primary Function:

Assist the Office of Advancement and the Office of Alumnae Engagement by working with Datatel as well as Microsoft Word, Excel, and PowerPoint to maintain current alumnae records, prepare materials for alumnae events, coordinate office filing, and fulfill development mailings. This position will be assigned duties mostly clerical in nature that require strong attention to detail, independence, positive customer service, and creativity. The Advancement Student Office Assistant will also represent the department at various student, alumnae or campus events.

Principal Responsibilities

1. Filing: sort and file advancement documents, organize folders for existing donors, create folders for new donors, and maintain neat and orderly filing cabinets.
2. Database Management: update constituent records to ensure the office database contains the most up to date and accurate alumnae and donor contact, employment, and personal information.
3. Customer Service: process obituary records to ensure timely condolences are sent by the Office of Alumnae Engagement, cover the office front desk when necessary, and assist guests at special events.
4. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
5. Comply with safety procedures and maintain clean and orderly work areas.
6. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Strong computer skills with experience using Microsoft Office Suite including Word, Excel, and PowerPoint.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

General office environment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

