



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Position Description

Position Title: Advancement Operations Assistant
Department: Advancement
Reports To: Advancement Operations Manager

Date: August 2023
Status: Student Employment
Salary: \$10.50 starting

Primary Function:	Assist the Advancement Office's Operations team in providing high-quality data services which support Alverno College's continued thriving, by helping maintain the integrity of the College's constituent database.
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Principal Responsibilities

1. Make updates to alumni records and other constituent records in the College's database.
2. Perform basic research to maintain quality and accuracy of constituent information.
3. Review obituaries and process sympathy card request forms as applicable.
4. Complete clearly defined data services projects as assigned.
5. Perform other data management tasks as assigned.
6. May occasionally assist with mailings or other departmental functions.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Accuracy and attention to detail are necessary.
3. Some experience with Microsoft Office Excel is preferred.

Working Conditions

Computer-based work in an office environment

Notes

Length of employment is based on job availability, funding, and employee performance. Start and end dates of position to be determined.

Want to apply?

Click [HERE](#) to complete your application!