



Student Assistant

Office of Strategic Initiatives/ Donor Relations
(Institutional Advancement)

Summer 2023

Duties/Responsibilities:

- This hybrid position provides administrative support of the Institutional Advancement Office of Strategic Initiatives (OSI) and to the Director of Major Gifts Administration and Stewardship.
- Duties and responsibilities include, amongst others, the preparation and editing of correspondence, proposals, reports, stewardship plans, and donor profiles; assistance with maintaining OSI's filing systems; conducting research; data entry and management of data spreadsheets; analysis and interpretation of data; help with the planning and preparations for donor stewardship events/touches; provide overall support.
- Additional duties as assigned.

Qualifications/Position Requirements/Preferences (Specific computer skills/software; course completion, dress requirements, etc.):

- Demonstrate ability to work with highly confidential information; stay focused; solid writing and editing skills; detail-oriented; organized; advanced computer skills; professional demeanor and excellent communication skills; positive attitude; work independently on projects.

Start date: May 20, 2023

End date: August 19, 2023

Work Schedule: M-F (times tbd)

Hours Per Week: 20

Starting pay rate: \$16.04 per hour (Effective 7/1/23: \$16.90 per hour)

To apply, please submit student employment [application](#) and resume and/or background summary to mspringsteen@oxy.edu.