



Student Assistant

Institutional Advancement (IA)

Fall 2025-Spring 2026

The [Office of Institutional Advancement](#) (IA) is seeking to hire Student Philanthropy Ambassadors to assist and support Occidental College's various fundraising programs within the Individual Giving team. IA works to build and maintain relationships with the College's alumni, families and friends while fundraising to support all areas of the College and the student experience. The Office of Institutional Advancement's Individual Giving team is located on the first floor of the Arthur G. Coons Administration Building and in the Samuelson Alumni Center across from the entrance to campus.

Start date: On or after August 25, 2025

End date: On or before December 19, 2025

Work Schedule: Monday-Friday between 9:00AM-5:00PM. Some staff work from home on Tuesdays and Fridays, you'll work with the supervisor to create your schedule.

Hours Per Week: up to 10 hours/week

Starting pay rate: \$17.87/hr

Work Study: Yes, required

Types of Projects

- Stewardship: Student thank you follow-up, note cards, and assigned donor gift officer specific engagement
- Prospecting: Researching and linking student activities to Salesforce, researching alumni and parents on LinkedIn and updating contact info in Sales, and helping with researching the distinguished alumni list.
- Data Entry: File maintenance, scanning and uploading files, contact report upkeep and entry, sorting and shredding scanned documents (clearing out the IA closet room)
- Volunteer support: Working on parents council items, senior class gift initiatives, DFO student activation plan, activating student clubs and athletic clubs for fundraising content and involvement
- Discovery Work: Execute the unassigned thank you donor program; find and connect with donors on LinkedIn, make outreach calls and schedule virtual campus visits for donors to connect with students and IA team
- Digital Content: Work with institutional partners (faculty, etc.) and student groups to generate fundraising content for appeals, social media, etc.; creating digital philanthropy content (videos, social, etc.) aimed at fostering awareness on campus and within donor engagement community
- Data Analysis: Analyze results for appeals and fundraising campaigns and events, identifying trends in giving, partnering with Salesforce administrator team on architectural improvements
- Event Support: Help staff and coordinate event logistics Day For Oxy, Alumni Reunion Weekend, and other IA events as needed.

Qualifications:**Required:**

- Strong organizational skills and attention to detail.
- Strong sense of and commitment to professional ethics and confidentiality standards. You will be working with sensitive donor information.
- Professional demeanor, comfort, and ability to collaborate with diverse constituencies, including alumni, families, administrators, faculty members, and Institutional Advancement colleagues.

Preferred:

- Previous experience in an office environment.
- Familiarity with Google Suite.
- Experience working in databases.

To apply, please submit student employment [application](#) to vmarquez@oxy.edu