



## Donor Engagement and Events Student Worker

*Donor Relations, Institutional Advancement*

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*Summer 2024*

A division of the College's Institutional Advancement Department, the Office of Donor Engagement and Events is responsible for thanking, stewarding, recognizing, and reporting to donors to Occidental College. The student assistant position provides vital support to staff by executing a range of administrative tasks and general office duties. The role demands meticulous attention to detail and accuracy, computer proficiency, and a commitment to maintaining confidentiality.

### **Duties/Responsibilities:**

- Data entry, including updating Excel/Google sheets
- Managing and interpreting data and mail merges
- Overseeing and collating mailing projects
- Entering contact reports into our database system
- Helping to keep track of our supplies inventory
- Administrative office work, which includes filing, making copies, and scanning
- Copyediting and proofing
- Project research
- Managing email inbox/voicemail messages
- May also support report development by team members

### **Required Qualifications:**

- Google drive proficiency
- Strong attention to detail and organizational skills
- Excellent customer service as well as writing and editing skills
- Commitment to maintaining confidentiality and handling sensitive information responsibly
- Ability to complete tasks individually and collaboratively as part of a team

### **Preferred Qualifications:**

- Microsoft Word, Excel, PowerPoint proficiency
- Adobe proficiency
- Experience with data management and data entry

**Start date:** May 28, 2024 or earlier, if schedules allow

**End date:** August 16, 2024

**Work Schedule:** 2 to 3 days, Monday-Thursday (schedule is flexible between the hours of 9am and 5pm)

**Hours Per Week:** 6-8 hours

**Starting pay rate:** \$16.78 per hour. Effective 7/1/24 the hourly rate will increase to \$17.28 per hour.

**Work award:** Not required during the summer

**To apply, please submit your student employment [application](#) to [donorrelations@oxy.edu](mailto:donorrelations@oxy.edu).**