



## Gift Planning Student Assistant

### *Institutional Advancement – Office of Gift Planning*

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*Summer 2024*

#### **Duties/Responsibilities:**

The student assistant in the Office of Gift Planning provides vital support to staff by executing a range of tasks including database management, correspondence preparation, and general office duties. The role demands meticulous attention to detail and accuracy, advanced computer proficiency, and a commitment to maintaining confidentiality.

1. Enter and update donor records, ensuring accuracy and consistency across databases.
2. Identify and resolve discrepancies or errors in data entries promptly.
3. Prepare and edit correspondence, proposals, and marketing materials.
4. Help maintain an extensive file system.
5. Assist with large mailings and perform standard office tasks such as answering phones and running errands.
6. Uphold confidentiality and security when handling highly sensitive information.
7. Demonstrate proficiency in various databases and software programs.
8. Maintain a professional demeanor, especially when interacting with donors and staff members.
9. Take a proactive approach and be willing to undertake additional office-related duties as needed.

#### **Qualifications:**

- Strong attention to detail and excellent organizational skills.
- Advanced computer skills and ability to learn new software quickly.
- Ability to work both independently and collaboratively as part of a team.
- Professional demeanor and excellent communication skills.
- Commitment to maintaining confidentiality and handling sensitive information responsibly.
- We are looking for long-term commitment.

**Start date:** May 12, 2024

**End date:** August 17, 2024

**Work Schedule:** Monday/Wednesday, 9AM - 5PM & Friday, 9AM - 12PM

**Hours Per Week:** 20

**Starting pay rate:** \$16.78 per hour, and Effective 07/01/2024: \$17.28 per hour

**Work Award:** Not required during the Summer

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