



Student Assistant

Institutional Advancement

Summer 2025

This **temporary** position will provide administrative support of the Institutional Advancement Offices of Major Gifts Administration and Stewardship (MGAS), Donor Relations (DR), and Strategic Initiatives (OSI) from May 2025 to August 2025. These teams are dedicated to strengthening the College's relationships with alumni, parents, corporations, foundations and friends to enhance philanthropic support. As the Strategy and Stewardship Student Assistant, the occupant will contribute to fundraising efforts, donor engagement, stewardship activities, and research-based initiatives that drive strategic advancement goals.

Duties/Responsibilities:

- Prepare and edit correspondence, proposals, reports, and donor profiles
- Assist with maintaining filing systems
- Conduct research on prospective donors and campus departments
- Analyze and interpret data; data entry into Salesforce and spreadsheets
- Assist in planning and preparation for donor stewardship events/touches
- Provide overall support and additional duties as assigned.

Qualifications/Position Requirements/Preferences:

- Must be a current Oxy student enrolled for Fall 2025 classes at Occidental College.
- 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: Monday, May 19, 2025

End date: Monday, August 16, 2025

Work Schedule: Monday - Friday between 9:00AM-5:00PM

Hours Per Week: 30-35

Starting Pay Rate: \$17.28 per hour

To apply, please submit your student employment [application](#) and resumé to ylee5@oxy.edu.