



Donor Engagement and Events Student Worker

Donor Relations, Institutional Advancement

2023-2024 Academic Year

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.

Duties/Responsibilities:

- Manage/interpret/check data
- Collate and oversee small mailings
- Enter contact reports
- Administrative office work (filing, updating tracking spreadsheets)
- Excel/Google sheet data entry and mail merge
- Copyediting and proofing, occasional writing may be needed
- Project research
- Managing email inbox/voicemail messages
- Occasional events support

Qualifications:

- Microsoft word, excel, PowerPoint proficiency (preferred)
- Adobe proficiency (preferred)
- Google drive proficiency
- Excellent customer service skills
- Excellent writing and editing skills
- Understanding of confidential information and discretion
- Ability to complete tasks individually while working as part of a team

Start date: Fall 2023 and spring 2024 (after review of fall performance)

End date: May 10, 2024

Work Schedule: Monday-Friday (to be mutually agreed upon)

Hours Per Week: 7-9 hours per week

Starting pay rate: \$16.78/hour

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