



## Student Assistant *Institutional Advancement (IA)*

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*Fall 2024*

**Duties/Responsibilities:** We are hiring a student worker to assist with data entry to support the Individual Giving Gift Officers/fundraisers.

**Qualifications:** Previous experience in a nonprofit environment is preferred, but not required. Familiarity with Google Suite is strongly encouraged. We are looking for someone with strong skills in organization and attention to detail.

**Start date:** August 28, 2024

**End date:** December 12, 2024

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

**Hours Per Week:** up to 10 hours

**Starting pay rate:** \$17.28/hr

**About IA and your position:** The [Office of Institutional Advancement](#) works to build and maintain relationships with the College's alumni, parents and friends while fundraising to support the College's greatest needs. This position will be focused on recording and inputting information and details from our Gift Officers into our database system.

The Office of Institutional Advancement is located on the first floor of the AGC. Our office space houses the Major Giving and Planned Giving teams as well as the Vice President of IA and the AVP of Individual Giving.

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