



## Student Assistant

### *Institutional Advancement*

*Summer 2025*

This **temporary** position will provide administrative support for the Principal Giving department within Institutional Advancement from May 2025 to August 2025. The Principal Giving team works closely with Occidental College's most generous supporters—donors making gifts of \$500,000 or more—including alumni, parents, foundations, and friends. As the Principal Giving Student Assistant, the candidate will support efforts to cultivate and steward these top donors through database management, strategic research, and other administrative tasks that help advance Occidental's institutional priorities.

#### **Duties and Responsibilities:**

- Database management, including but not limited to:
  - Ensuring that recent correspondence and interactions with donors have been logged in Salesforce
  - Updating donor information in Salesforce, including entering case reports to request updates
  - Managing the Principal Giving shared mailbox and processing incoming donor-related emails
  - Creating email templates and other communication tools for frontline fundraisers
- Administrative tasks, including but not limited to:
  - Collating and mailing letters
  - Scanning reports, receipts, and other communications
  - Documenting and updating policies and procedures
- Conduct research on prospective donors and campus departments
- Assist in planning and preparation for donor stewardship events and ongoing stewardship, such as organizing and sending gifts to donors
- 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.
- Excellent writing and editing skills and advanced computer skills.
- Demonstrate attention to detail and organizational skills.
- Professional demeanor, communication skills, and positive, team-oriented attitude.
- Ability to work independently on projects.

**Start date:** Monday, May 26, 2025

**End date:** Friday, August 15, 2025

**Work Schedule:** To be determined based on the candidate's availability, but between the hours of 9:00 a.m. - 5:00 p.m. M-F.

**Hours Per Week:** 30-35

**Starting Pay Rate:** \$17.28 per hour. *(Note that, effective July 1, 2025, this hourly rate will increase from \$17.28 per hour to \$17.87 per hour.)*

**To apply, please submit your student employment [application](#) and resumé to Charlie Sorrenson at [sorrenson@oxy.edu](mailto:sorrenson@oxy.edu).**