



Office Assistant, Prospect Research

Prospect Research – Institutional Advancement

Fall 2021

Duties/Responsibilities:

- Conduct web research
- Verify and clean large data sets
- Perform data entry and code constituent records in the database
- Assist with other office tasks as needed

Qualifications:

- Familiarity with Microsoft Excel and working with large data sets
- Will need to pay critical attention to detail
- Willingness to perform routine data entry procedures and administrative tasks
- Must have strong writing and research skills
- Willingness to learn and operate new software
- A professional demeanor, reliable and well organized
- Some knowledge of fundraising preferred but not required

Start date: 9/1/2021

End date: 12/11/2021

Work Schedule: M-F 9:00 a.m. – 5:00 p.m. (Not to exceed 8 hours per week)

Hours Per Week: \$15.00/Hour

Starting pay rate:

To apply, please submit student employment [application](#) to Danielle Brown at dbrown2@oxy.edu

