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