



Oxy Fund Student Assistant

Institutional Advancement

Fall/Spring 2021-22 Academic Year

Duties/Responsibilities:

- Assist with the Telefund program, Student IA Committee and Senior Class Gift Committee.
- Conduct research on annual fund appeals; giving days; parent, athletics, alumni and student giving programs; and more.
- Complete office mailings.
- Help with clerical work: answering phones, making copies, sorting mail, filing, scanning documents, etc.
- Enter and update information into IA donor database, Blackbaud.
- Assist with other office tasks as needed.

Qualifications:

- Proficient in Google Workspace
- Proficient in Microsoft Office Suite
- Ability to work independently
- Fast learner, reliable and well-organized
- Strong communication skills
- Ability to maintain confidentiality of information
- Some knowledge of fundraising preferred but not required

Start date: Immediately

End date: May 22, 2022

Work Schedule: Dependent on class and co-curricular schedule. Ideally, days and times would fall within normal business hours (Monday-Friday, 8 a.m. to 5 p.m.).

Hours Per Week: 8

Starting pay rate: \$15.00 per hour

To apply, please submit student employment application to Lnassar@oxy.edu