

<b>JOB TITLE</b>	Membership Assistant	
<b>DEPARTMENT NAME</b>	KUOW Public Radio	
<b>JOB LOCATION</b>	4518 University Way NE, Suite 310	
<b>CONTACT/SUPERVISOR</b>	Cheryl Kitchin	
<b>PHONE NUMBER</b>	206-221-2748	(Complete 10-digit number)
<b>EMAIL ADDRESS</b>	ckitchin@kuow.org	
<b>BOX NUMBER</b>	354855	
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input checked="" type="checkbox"/> ]      Acad Year Only [ <input type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]    up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$10.00 (Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

Supports entire development department through mail preparation for regular mailings, data entry into donor databases, filing, organizing, copying and paper shredding. Contacts donors to gain address correction information and updates in donor database.

Provides occasional support to the Web Producer and occasionally runs department errands. Also provides special assistance during semi-annual pledge drives. Performs other duties as assigned.

**Minimum Qualifications:**

Ability to work independently and to exercise judgment within guidelines. Accurate data entry skills and strong attention to detail. Understanding and knowledge of PC computers and database basics. Good written and oral communication skills and the ability to take initiative may be rewarded with the assignment of more varied and challenging projects. Must be able to lift 30 lbs. Driver's license required.

**Educational Benefits:**

Provides an opportunity to learn about non-profit fund raising and development. Provides technical training in database management and website content management.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [  ] No [  ]  
 State [  ] Federal [  ]  
 Open [  ] Closed [  ]

**JOB NUMBER**

11KUOW01
----------

**JOB CATEGORY:**

ARTS/MEDIA
------------