OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

# Work Study Job Description

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| **Job Title** | Student Assistant - Stewardship |
| **Department Name** | College of Arts & Sciences |
| **Job Location** | George Russell Hall |
| **Pay Rate** | $10.00 - $10.25 |
| **Employment Period** | Academic Year |
| **Hours Per Week** | 19 hrs/wk |
| **Contact Supervisor** | Colleen Toomey |
| **Phone Number** | 2062216593 |
| **Email Address** | ctoomey@uw.edu |
| **Website** | http://artsci.washington.edu/ |
| **Box Number** | 354882 |

| **Nature of Organization** |
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| As the intellectual core of the University of Washington, the College of Arts and Sciences discovers, preserves and transmits fundamental knowledge in the arts, humanities, natural and social sciences. |
| **Duties and Responsibilities** |
| Assist Stewardship staff with administrative tasks and donor correspondence related to fundraising for the College of Arts and Sciences. Tasks include running weekly gift activity reporting database, preparing and mailing donor correspondence, and acting as the stewardship liaison to the Deans Office and College of A and S Advancement staff for documents that need to be routed for signatures. Other tasks may include donor research, data entry and database maintenance, filing,copying, and other administrative activities. |
| **Minimum Qualifications** |
| Able to work independently with attention to detail, accuracy and confidentiality.Competency in Microsoft Word, Excel,Outlook. Willingness to learn new database skills.<br><br>Desired: Interest in philanthropic communications,university advancement and fundraising.Previous experience with donor relations, ADVANCE and Microsoft Access. |
| **Educational Benefits** |

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| Learn about stewardship and university advancement from a supportive team of experts. Gain general office and computer skills that are transferable to any business environment. Participate in donor-related activities with a fun and dynamic staff. |
| **How to Apply** |
| Submit cover letter and resume to Colleen Toomey, ctoomey@uw.edu |

Job Number: ARSC06 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal