

Work Study Job Description

Job Title	Student Assistant Advancement
Department Name	Arts & Sciences, Advancement
Job Location	1414 NE 42nd St., 3rd Flr
Pay Rate	\$10.00 - \$10.25
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jessica Carter
Phone Number	206-685-6829
Email Address	jcarter7@u.washington.edu
Website	
Box Number	354882

Nature of Organization

The University Advancement team successfully promote involvement and financial support from alumni and friends and to be valued throughout the institution, especially by school/college and program leadership where donor interests reside.

Duties and Responsibilities

Assist Advancement staff with administrative tasks and donor events related to fundraising for the College of Arts & Sciences. Tasks include preparing and mailing donor correspondence; data entry and database maintenance; filing, copying, and other administrative activities; creating name tags, table tents and signage; helping set up and take down events.

Minimum Qualifications

- Able to work independently with attention to detail, accuracy and confidentiality
- Competent with Microsoft Word, Excel, Outlook
- Willingness to learn new database skills

Educational Benefits

- Learn about fundraising from a supportive team of experts.
- Gain general office and computer skills that are transferable to any business environment.
- Participate in event planning and execution with a fun and dynamic staff.

How to Apply

Please send resume and cover letter to Jessica Carter.

Job Number: ARSC03 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open