

approved

STUDENT LABOR POSITION DESCRIPTION

General Administration/ Development

Most Recently Updated 03/05/99

Position Title: Data Entry Assistant
Must work 10 hrs/wk.

I. Grade Level: 1 - 4

II. Description:

A. The following are the essential duties for a Data Entry Assistant in General Administration/ Development:

1. Copy and add donations checks for gift processing.
2. Process credit card donations and prepare spreadsheets for these donations.
3. Run errands for gift processing and other Annual Fund staff.
4. Prepare, fold and mail Alumni Chapter meeting notices to friends.
5. Data entry.
6. Fold and stuff appeals to friends (donors).
7. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Match and sort daily gift receipts and acknowledgement letters.
2. Write postcards to friends (donors).
3. Office filing and copying.
4. Assist with gift clubs and donor recognition programs.
5. Mail distribution.
6. Answer phones.
7. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. The Alumni/Development Banner computer module.
- B. Other computer applications.
- C. Fundraising.
- D. Interpersonal skills.
- E. Team building skills.

IV. Basic Qualifications:

- A. General: self starter, has previous office experience, ability to communicate effectively, both orally and written, good organizational skills
- B. Skill: computer literate
- C. Physical:
- D. Academic:

V. Desirable Qualifications:

- A. Good communication skills and uses them effectively
- B. Good phone skills
- C. Enthusiasm
- D. Maturity

VI. Narrative Summary:

The Data Entry Assistant in the Development Office, requires an individual who displays initiative, is motivated and can be a valuable team player who can interact effectively with other student and staff members.