

approved

STUDENT LABOR POSITION DESCRIPTION

General Administration/ Development

Most Recently Updated 03/05/99

Position Title: Student Assistant – Donor Relations
Must work 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

A. The following are the essential duties for a Donor Relations Student Assistant in the General Administration/ Development Office:

1. Search for Files for Donor Relations Team members
2. Copy letters and other material for writers
3. Re-file folders, file individual items.
4. Run errands within building, especially to mail drop
5. Write personal notes to donor, re: experiences at Berea College (on a limited basis).
6. Perform other job-related duties as assigned.
7. Run errands on campus, i.e. President's office, Accounting, Alumni, Public Relations.
8. Proofread drafts, letters, other writings to help ensure accuracy

B. The following are the *possible additional* duties for the position:

1. Assist writers with computer entries on Endowed Fund Tickler File and Student C.O.E. databases
2. Assist with other areas of this division when others students are absent.
3. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Learn new computer programs as well as become more familiar with present MS Office programs.
- B.** Learn research techniques utilizing various tools.
- C.** Learn office etiquette i.e. being on time, assisting co-workers,
- D.** Learn to work in a team environment with various personalities.
- E.** Set priorities for work load and learn to handle multiple-requests/time management.
- F.** Meet Donors and learn to communicate with people of diverse backgrounds.
- G.** Understand the importance of the Development Department to Berea College and its students.
- H.** Develop critical skills to ensure accuracy of materials written in department

IV. Basic Qualifications:

- A.** Required attributes:
1. Reliability, (on time, works when expected)
 2. Trustworthiness (we deal with confidential information)
 3. Flexibility (able to work in team environment with variety of personalities)
 4. Independence (self-starter, able to work independently when necessary)

IV. Basic Qualifications (cont.)

B. Desired attributes:

1. Perseverance,
2. Innovation, creativity (able to find new ways to perform tasks more efficiently)
3. Assertiveness, (willing to make suggestions and offer ideas when the opportunity arises)

C. Skill:

1. Computer literacy
2. Typing (or willingness to learn)
3. Working knowledge of grammar rules

D. Physical:

1. Ability to walk up steps (we are located on the second floor).
2. Ability to lift 25 pounds

E. Academic: N/A (willingness to learn is important.)

VI. Narrative Summary:

The employee should be willing to learn new things. Be willing to work on a team with a good attitude. Work well with peers who may be in a supervisory position. Willing to listen to directions and carry them out in a timely and orderly manner.