

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **General Administration/ Development**

Most Recently Updated 03/05/99

Position Title: Student Assistant – Major Gifts  
Must work 10 hrs/wk.

**I Grade Level: 1-4**

**II. Description:**

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

1. Searching for Files for Major Gift Officers.
2. Computer-entering in short call reports/look-up addresses/phone numbers.
3. Copying, filing & typing in that order.
4. Write personal notes to donor, re: experiences at Berea College (on a limited basis).
5. Answering phone when secretaries are at meetings (once a month).
6. Performs other job-related duties as assigned.

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

1. Errands to President's office, Accounting, Alumni, Public Relations.
2. Collate & stuff information folders for Trustees & Advisory Council meetings.
3. Set-up/lay-out of wall calendar of MGO's travels.
4. Assist with other areas of this division when others students are absent.
5. Making personal birthday cards for donors (on limited basis).
6. 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. Office etiquette i.e. being on time, assisting co-workers, being a team player
- D. Learn to work in a team environment with various personalities.
- E. Prioritizing workload and dealing with multi-requests.
- F. Meeting Donors and learning to socialize with people of diverse backgrounds.
- G. Learn the importance of the Development Department to Berea College and its students.

**IV. Basic Qualifications:**

- A. General: Reliability, perservice, tenacity, and assertiveness.
- B. Skill: Computer literate, able to type is a plus.
- C. Physical: able to walk up steps (we are located on the second floor).
- D. Academic: N/A but being willing to learn is important.

**V. Desirable Qualifications:**

- A. Easy going – able to adapt well when work schedule must change.
- B. Accepts responsibility to be on time for work, come in regularly so we can depend on this person.
- C. Speaks up and makes suggestions and offers ideas when the opportunity presents itself.

**VI. Narrative Summary:**

Student assisted the Major Gifts office in a wide variety of ways. Student handled the routine office work and interacted with the public in a professional manner. In addition, student aided the Major Gifts Officers in doing necessary research. Student also performed additional tasks as assigned.