JOB TITLE: *Student Database Assistant*

DEPARTMENT: Office of Development

CONTACT PERSON/EMAIL/PHONE #: If you are interested in this position, please contact Jasper Choi at choijasper@etown.edu or 717-361-1529.

TO APPLY: To apply for this position, please submit your application and resume to choijasper@etown.edu.

Deadline: Friday, 03/23/2018

STUDENT JOB DESCRIPTION: Under guidance and supervision from the Office of Development, the Student Database Assistant will engage in projects to maintain data integrity within Jenzabar (database application). All work related to Jenzabar is regarded as confidential and the Student Database Assistant must maintain confidence to protect Office of Development operations. Tasks involving usage of Jenzabar includes, but are not limited to, addition of new records, editing of records, and research.

The Student Database Assistant will also be performing routine clerical work for the Office of Development. Tasks include, but are not limited to, assist with mailings and setup for events. Some lifting might be required.

QUALIFICATIONS:
- Able to maintain confidentiality of all operations within the Office of Development and information from Jenzabar.
- Knowledge of different business applications and databases is preferred but not required.
- Experienced with Microsoft Word and Excel.
- Able to work independently on multiple projects in a timely manner.
- Strong organizational skills and attention to detail.
- Strong oral communications skills.
- Must be dependable and self-motivated.
- Interest in computer information system and data analysis is a preferred.

HOURS and/or HOURS PER WEEK REQUIRED: Maximum of 10 hours per week allowed. Hours available from Monday thru Friday, between 9:00 AM to 4:00 PM.

PAY RATE: $8.00 per hour.

SPECIAL SKILLS NEEDED (for example—driver's license/van training, CPR, etc.)**:** N/A

AA/EOE