# STUDENT JOB OPPORTUNITY

**JOB TITLE:** Student Office Assistant  
**DEPARTMENT:** Development Office  
**CONTACT PERSON/EMAIL/PHONE #:** Pam Madonna, 717-361-1489, madonnap@etown.edu  
**TO APPLY:** Contact Pam Madonna by e-mail (madonnap@etown.edu).  

**STUDENT JOB DESCRIPTION:** The Student Assistant will report to the Annual Fund/Development Assistant for assignments. The position is considered an important part of the staff and will be given opportunities to develop professional skills.

Responsibilities will include assisting in direct mail campaigns for Phonathon, Reunion Giving, Parent Mailings, Special Events and gift receipts, as well as research in phone problems during the Phonathon, Filing, Copying, and running campus errands as needed.

**QUALIFICATIONS:**
- Ability to handle confidential material responsibly is required.
- Familiarity with Microsoft Word and Excel as well as the internet is preferred.
- Use of Microsoft software, as well as, the Jenzabar database is an integral part of the job.
- Must be self-motivated, dependable, and, after training, able to work independently on multiple projects.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Ability to work extended hours as needed.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Sense of creativity.
- Familiarity with industry terms and processes.
- Proficient with ten-key punch.
- Proficient with Microsoft Office (Word, Excel, Access, Publisher)
- Valid Driver’s License is preferred.

**PHYSICAL DEMANDS**
- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:** Approximately 4-8 hours per week during normal academic year hours (Monday through Friday, 8:30am-5:00pm). Position begins at the start of the 2014 Fall Semester.

**PAY RATE:** $7.25/hour

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.):

The ability to handle confidential material responsibly is required. Familiarity with word processors, spreadsheets (preferably Word and Excel), and the Internet are required.

AA/EOE