Job code: 519

Student worker for development- Job Code 519

Department: Institutional Advancement

Basic Function: Under the supervision of the administrative assistant for institutional advancement, the student worker will offer administrative support in the following areas: Alumni relations, development and institutional advancement.

Responsibilities and authority: Continual update and addition of alumni and donor information in Raiser’s edge, the University’s development data base, and CAMS, the University’s primary operating system. Assist with mailings for alumni relations and development events and outreach.

Performance measurement criteria: A semi-annual review will be conducted by the administrative assistant for institutional advancement.

Minimum requirements: Must have experience with Microsoft Office programs, social networking sites and solid overall computer skills. Must be able to multi-task and maintain a high degree of organization. Must possess an excellent work ethic and be willing to work a flexible schedule that includes some nights and weekends. Must have strong written, verbal and interpersonal communication skills. Must be able to maintain a sense of professionalism. Must show an interest in connecting with MBU alumni. Must have a personal and growing relationship with Jesus Christ.

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