Part-time Position Title | Student Assistant Development

Job Description

General Statement of Duties
The Student Assistant for Development works in the office of the Director of Development.

Typical Responsibilities
- Walk of Champions Brick Campaign management.
- Clean and remark Walk of Champion Bricks.
- Monthly Birthday Card mailings.
- Master database management.
- General office duties include, but not limited to, typing, copying, filing, writing and editing letters.

Experience and Abilities
- Working Knowledge of Microsoft Office, especially Microsoft Access Database.
- Ability to work independently and maintain confidentiality.
- Strong interpersonal and communication skills.
- Strong attention to detail.
- Must be a currently enrolled student and be available to work 10 -14 hours a week.

Training
- Complete training provided by current Student Assistant to the Director of Development.

Environmental Conditions
- Typical office environment.
- Occasional outdoor exposure.

Pay Scale
In accordance with departmental policy, Student Assistant, Development will start at a rate of $7.80 per hour and is eligible for a merit raise after four months of service.

Learning Outcomes
1) Student workers will demonstrate basic job related professionalism and job specific skill competency.
2) Student workers will demonstrate effective communication skills.
3) Student workers will demonstrate social competence through working in teams.

How to Apply

To apply, please submit:
- Please complete the part-time employee job application and turned into the Student Rec Center Receptionists Office room 202 by 12:00 PM on Friday November 25, 2019.
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<th>Work Hours/Anticipated Schedule</th>
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<tr>
<td>• Anticipated 8-12 hours per week</td>
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<th>Contact Information</th>
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<td>For more information, contact James Welford, Associate Director – Development and Endowed Scholarships, at <a href="mailto:jwelford@rec.tamu.edu">jwelford@rec.tamu.edu</a> or 979-862-1856.</td>
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