



Job Title: Student Worker - Advancement Office

Location: Parr House Annex behind the Parr House

**Job Description:**

The Advancement Office at Point University is seeking a motivated and detail-oriented student worker to join our team. This position offers an excellent opportunity for a student to gain hands-on experience in the field of university advancement while supporting the office in various administrative and project-based tasks.

**Responsibilities:**

1. Assist with data entry and maintenance of donor records in the university's database system.
2. Conduct research on potential donors, alumni, and corporate partners.
3. Prepare and distribute communications materials, including mailings, emails, and newsletters.
4. Provide administrative support for events and meetings organized by the Advancement Office.
5. Assist with updating and maintaining the Advancement Office's social media accounts.
6. Collaborate with team members on special projects and initiatives as needed.
7. Uphold a high level of confidentiality and professionalism in handling sensitive donor information.

**Qualifications:**

1. Current enrollment as a student at Point University.
2. Strong organizational skills and attention to detail.
3. Excellent written and verbal communication skills.
4. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
5. Ability to work independently and as part of a team.
6. Interest in fundraising, development, or nonprofit management is a plus.
7. Reliable and punctual with a professional demeanor.

**Benefits:**

1. Valuable hands-on experience in university advancement and development.
2. Flexible work schedule to accommodate academic commitments.
3. Networking opportunities with professionals in the field.

Thank you for your interest in joining our team!