As an intern, you will gain a deeper understanding of the fundraising field. Through hands on experience, you will grow your communication and relationship management skills. By phone, email and mail, you will contact alumni, friends and families of William Jewell College to build relationships, inspire and solicit financial support, verify and update records, share news about the College and your Jewell Journey, and thank Jewell’s loyal donors. Your work will make an impact on the Jewell experience for your class mates and future students at Jewell.

**Qualifications**

Work study eligible and enrolled at Jewell

Ability to listen and communicate effectively

Enjoys problem-solving and thinking critically

Operates with confidentiality and professionalism

Interest in Jewell programs and activities

**Hours**

10 hours per week

8 a.m. – 5 p.m.

Monday – Friday

Occasional nights and weekends

**Salary**

Fr/So - $9.45

Jr/Sr - $9.70

**Location**

Office of Institutional Advancement

Marston 207

**Contact**

Rachel Addington

Director of Annual Giving

addingtonr@william.jewell.edu