

# **SUMMER WORK POSITION**

## **Student Administrative Associate**

Student provides overall administrative and data support for the Office of Institutional Advancement with general office duties, data support projects, gift processing support and alumni/donor database information maintenance.

### **Qualifications**

Ability to work in an office setting

Clerical/filing

Computer skills

Effective communicator

Self-motivated

Interpersonal skills

Dependability

Time management skills

Typing/Data entry

### **Hours**

10 hours per week

8:00-5:00 p.m.

Monday - Friday

### **Location**

Office of Institutional

Advancement

Marston 207

### **Salary**

Fr/So - \$10.30

Jr/Sr - \$10.55

## **Contact**

**Amy Van Wagner**

Director of Advancement Services

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