

WORK STUDY 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 - \$12.00

Jr/Sr - \$12.25

Contact

Amy Van Wagner

Director of Advancement Services

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