

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

- Work study eligible
- Enrolled in William Jewell College
- 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

10-15 hours per week
8:00-5:00 p.m.
Monday - Friday

Location

Office of Institutional
Advancement
Marston 207

Salary

Fr/So - \$8.60
Jr/Sr - \$8.85

Contact

Amy Van Wagner

Director of Advancement Services

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