

WORK STUDY POSITION

Advancement Engagement Intern

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

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