

WORKSHIP 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 - Thursday

Location

Office of Institutional
Advancement
Marston 207

Salary

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

Contact

Heidi Tulipana
Data Entry Specialist

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