



## EMPLOYER WORK-STUDY REQUEST

Department Name: Advancement

Supervisor/Contact Name: Bridget Kent

Phone/Extension: 1461

**Office Location should be marked:**

Cambridge, MA\_\_X\_\_ 1000 Mass Av.

Total number of students requested: 1

Of that number, how many are returning students? 0

**Job Description:**

The advancement Department is responsible for all of the fundraising done for the college including, scholarships, grants, and Annual Fund. We maintain a Database, Raisers Edge, with up to 35,000 records that include alumni, friends, donors, foundations, corporations etc. We are looking for a Student to assist the Donor Services Manager with database cleanup for existing donors and data entry for new donors. The student might also be responsible for other small task associated with fundraising for the college. The focus of this job will be the cleanup and updating of the Raisers Edge database, we are looking for a student with strong problem solving skills, the ability to work independently, and multitask.

**Additional Responsibilities:**

- Data entry and special projects related to maintaining a database of contact information.
- Small projects assigned when needed.
- Answering Phones when necessary.
- On time and able to fulfill scheduling needs

**Special Skills or Qualifications:**

- Professional office skills
- Efficient working in a database (Raisers Edge preferable)
- Works well with others
- Comfortable with commonly used computer applications (i.e.: Microsoft Office and email)

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met:

Hours: Multiple shifts available Mon-Fri between the hours of 9am-6pm.

Physical Requirements: Able to lift 20-30lbs.