

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Advancement

**NAME OF WORK-STUDY SUPERVISOR:** Assistant to Vice President of Advancement

**CONTACT INFORMATION:** advancement@northcentral.edu

**WAGE RATE:** \$7.50 per hour

**LENGTH OF EMPLOYMENT:** 2008-2009 academic year (August 27, 2008 - May 6, 2009)

**PURPOSE OF JOB:** To provide support to the Advancement office in any or all of the ways described in the duties and responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the Advancement office in correspondence with alumni and donors.
2. Assist with computer work, phones, filing and mailing projects.
3. Assist the Advancement team with relief/opening/closing of switchboard as needed.
4. Assist with special events and activities of the Advancement offices.

**OVERALL JOB QUALIFICATIONS:**

1. Professional dress code essential — see NCU staff manual for dress code details
2. Knowledge of Windows 2008 and basic computer skills
3. Flexibility