

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Advancement

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