



# THE UNIVERSITY OF ARIZONA FOUNDATION

## POSITION ANNOUNCEMENT

<b>Title:</b>	<u>Student Assistant</u>	<b>Department:</b>	<u>Board &amp; Donor Engagement</u>
<b>Job status:</b>	<u>Part time, Non-exempt</u>	<b>Benefits</b>	<u>Not Eligible</u>
<b>Starting pay:</b>	<u>\$10.00</u>	<b>Hours:</b>	<u>15-19 per week</u>
<b>Opening:</b>	<u>April 2017</u>	<b>Closing:</b>	<u>Open Until Filled</u>

### General Position Summary:

This position provides general clerical support for the department of board and donor engagement in the University of Arizona Foundation (UAF) and assists in the coordination and implementation of the donor and volunteer board engagement activities. On occasion, this position will be responsible for face-to-face customer service with board members and donors at events.

### Essential Functions/Major Responsibilities:

- Aid in clerical duties including making phone calls, sending/responding to emails, preparing packets, assisting with mailings, copying, and filing
- Assist with event guest lists, invitations, RSVPs, collection of fees, agendas and event registration
- Assist with preparation for meetings and activities for the UAF Board of Directors and Committees, National Leadership Council, and donor recognition group members
- Make various types of labels, nametags and table tents
- Assist with check-in/registration tables and phone/online registration for events
- Prepare event materials, post event surveys, and thank you letters
- Assist with coordination of engagement surveys and reports
- Prepare and distribute gifts
- Research peer best practices
- Monitor department phone and email and provide customer service to donors
- Run errands throughout Foundation buildings, on main campus, and around Tucson as needed
- Perform other duties as assigned

### Minimum Qualifications:

- Must be a current University of Arizona student
- Must be able to work between 15-19 hours per week on a regular basis
- Must have valid drivers license for off-campus errands with a registered vehicle
- Experience with Microsoft Word, Excel, Outlook and Internet
- Knowledgeable in the use of scanning and copy machines
- Must be available to work occasional weekends and/or evenings

**Please send resume, cover letter and one writing sample to:**

Barbara Eckel

Email: [eckel@uafoundation.org](mailto:eckel@uafoundation.org)

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