Federal Work-Study Job Description/ School Year: 2017-2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Institutional Advancement Asst.</th>
<th>Job No# Available:</th>
<th>4</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>William Pritchard/ Barbara Bayers</td>
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<td>Department:</td>
<td>Institutional Advancement</td>
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<tr>
<td>Location:</td>
<td>Institutional Advancement Offices, Buildings #28 &amp; #32</td>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:iaassist@wesley.edu">iaassist@wesley.edu</a></td>
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Job Duties:
- Assist w/ dept. database management, including data entry, donor review & updating, etc.
- Basic clerical duties i.e.: filing, mail pick-up & distribution, processing mailings, inventory & supplies.
- Research and information-tracking projects involving the alumni online community and other web resources
- Assist with scholarship recordkeeping (reviewing paper records of scholarship agreements and updating master spreadsheet with relevant info, etc.)
- Assist with web page and social media updates, PowerPoint presentations, etc.
- Assist with special event planning and execution
- Other duties as assigned

Special Abilities/ Skills:
- Strong attention to detail
- Strong MS Office skills, including Excel (creating, formatting and using formulas in spreadsheets)
- Excellent interpersonal skills
- Reliable, trustworthy, and hard-working with a positive attitude
- Solid writing skills
- Photography and/or graphic design a plus but not required

Work Schedule:
- Office Hours are Monday-Friday 8:30 a.m. – 4:30 p.m.
- Occasional evenings & weekends as needed for special events
- Individual work schedules will be arranged around the student’s class schedule