***Washburn University Alumni Association and Foundation is committed to building a community of support further strengthening Washburn University and enhancing the educational opportunities and experiences of our students. We build lifelong connections and partnerships with alumni and friends, and secure, invest, and steward private financial support.***

**Job Classification:** Non-Exempt, Part-Time

**Work Schedule: 12-15 Hours** Monday-Friday, between 8am -5pm

**Reporting Relationship: Reports To:** Executive Director of Administration

# Primary Accountability:

The purpose of the Student Assistant is to support the Information Management, Analysis and Reporting team by assisting with routine tasks and special projects that will provide information valuable to all our fundraising efforts. This role must establish and nurture effective, collegial working relationships with co-workers and university partners representing Washburn University Foundation in a positive and professional manner.

# Major Duties:

* Support the Strategic Advancement – Information Management, Analysis and Reporting team in its efforts to manage the WU alumni and donor database with the Blackbaud Raiser’s Edge software solution;
* Provide assistance with retrieving, storing and managing data. This may include, however is not limited to, biographical updates, address/phone/email changes, various data hygiene projects and general database cleanup;
* Data Entry projects to recode or cleanup records within our database;
* Assist Gift Accounting with sorting, scanning and filing gift accounting documents as needed.
* Work on special projects and perform other duties, as assigned.

# Qualifications:

* Currently enrolled at Washburn University as a student;
* Intermediate computer skills specifically related to databases or data entry, as well as, Microsoft Access, Word and Excel;
* Positive, professional attitude and a willingness to learn new skills;
* Ability to handle a high volume of data entry while maintaining accuracy;
* Attention to detail with an ability to perform work responsibilities accurately and independently;
* A problem solver, desire to keep database clean and up-to-date;
* Creative and strategic-thinking abilities;
* Ability to maintain confidentiality;
* Reliable and predictable attendance.

# Physical Demands:

* Ability to sit for extended periods of time;
* Ability to read computer screens and mail.

# Work Environment:

* Professional and deadline-oriented environment in an office setting;
* Interaction with staff and campus partners.

# Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.