

St. John's College
Job Description

Job Title: Student Assistants Community Programs
1 Student – 10 Hours per week

Reports To: Assistant Director of Community Programs (Executive Seminars & Business Friends), Student Assistant Coordinator (410) 295-5544

Office: Hodson Building

General Purpose: To Assist the Community Programs Office in preparing for events and general office duties as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Mass mailings
- Filing
- Evaluating and Organizing Files
- Proofreading
- Photocopying
- Record keeping – working with Raiser’s Edge data base
- Special event assignments as needed:
 - Making and issuing nametags, greeting guests, etc.
 - Being available for early morning Executive
 - Seminar set ups once a month if needed or once a month for the evening seminar
6:30 PM – 8:30 PM
- Research projects as needed

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous office work preferred
- Attention to detail
- Personable and polite – Able to talk to Executive and Corporate level people
- Work independently with good follow-through
- Knowledge of word processing
- Knowledge of data bases, spreadsheets, and Internet preferable
- Ability to maintain privacy of office information

St. John's College
Job Description

Job Title: Advancement Student Assistant
Department: Advancement
Reports to: Development Coordinator, Director of Advancement Operations & Events
Work Hours: 10 hours per week
Office: Hodson House

General Purpose: To provide administrative support to the Advancement Office by completing general office duties and preparing for events.

Essential Duties and Responsibilities:

- Evaluating, organizing, and storing files
- Providing accurate data entry support
- Assisting with record keeping using Microsoft Excel and the Raiser's Edge database
- Researching data as needed
- Handling information requests
- Operating a copying machine
- Special event assignments as needed
- Other office duties as assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Paying attention to details and analyzing data
- Demonstrating initiative and willingness to learn
- Excellent interpersonal skills
- Ability to prioritize and multi-task
- Proficient with Microsoft Word and Excel
- Ability to use internet search tools
- Strong organizational and problem solving skills
- Ability to maintain privacy of office information
- Capable of working in a team environment and independently
- Punctual attendance
- Professional and personable attitude