



Position Description

Alumni Relations and Annual Giving Office Assistant (part-time)

JOB PURPOSE:

The Office Assistant provides general clerical and administrative support to the Alumni Relations and Annual Fund team. This position assists with routine office tasks, data entry, mailings, and event preparation to support alumni engagement and annual fundraising efforts.

This role is primarily administrative and task-oriented, ensuring the smooth day-to-day functioning of both teams.

This role reports to the Associate VP for Alumni Relations and Church Relations and Sr. Director of Advancement and Annual Giving.

Part time, 15-19 hours per week

ESSENTIAL FUNCTIONS: List the essential functions of the position, indicating the primary functions first, and the approximate percentage of time spent on each category over the course of a year. Only list duties or responsibilities that require 10% or more (<i>equivalent to half day per week or 5 weeks per year</i>) of the position's time. Functions less than 10% of a job are not considered essential. You may group similar functions into sections and provide an overall % of time for that section. Please round to the nearest 5%, starting at 10+%. The total should equal 100% for all essential functions or sections of essential functions. Note: Add section headers and/or functions under each header as necessary in accordance with the guidance above. Guidance: three to five headings with sub-functions is a good benchmark.	% of time
Office Management	100%
<ul style="list-style-type: none"> • Answer phones and respond to basic phone inquiries • Prepare and stuff envelopes for alumni and annual giving fundraising mailings • Maintain organized paper and electronic files • Make copies, scan documents, print labels, and assemble mailing packets • Assist with basic event preparation (name tags, check-in lists, folders, materials, track registrations, and staff events as needed. • Oversee inventory and distribution of branded and promotional materials to support donor engagement, presidential requests, campus initiatives, and institutional outreach • Provide general clerical support as assigned • Maintain confidentiality of donor and alumni records 	
Total	100% time

OTHER FUNCTIONS: Perform other duties as required to support the Alumni and Annual Giving team with fundraising goals and alumni engagement.

QUALIFICATIONS

CREDENTIALS REQUIRED:

- High school diploma or equivalent.
- Previous office or clerical experience preferred
- Basic computer proficiency (Microsoft Word, Excel, email)
- Strong attention to detail
- Demonstrated ability to handle confidential and sensitive information with discretion, including donor records and presidential priorities
- High level of professionalism and sound judgment in managing information related to senior leadership and institutional initiatives
- Dependable, organized, and punctual

PHYSICAL / ENVIRONMENTAL DEMANDS:

Ability to sit for extended periods and occasionally lift up to 25 lbs. (mailing materials, boxes)

Prepared by: Cheryl Ali, Dayle Rounds

Date: March 27, 2026