

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Research & Database Assistant

DEPARTMENT: University Advancement

DATE: June 1, 2017

SCHEDULE: Flexible, 10-15 hours per week

FLSA: Non-exempt

REPORTING SUPERVISOR: Director of Annual Giving & Alumni Relations

JOB FUNCTION:

Supports the Advancement staff with varied functions of research, records management, and general support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodations.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Ongoing	Use a personal computer, online search tools and the Raiser's Edge software to update and organize information on constituent, event and appeal records in a consistent manner.
2.	35%	Ongoing	Conduct research, suggests and implements changes, and provide assessment detail for University Advancement initiatives. Partner with staff members to improve information, processes, and evaluation with alumni and stakeholders to increase effectiveness of programs, appeals and engagement. Assist in production of rosters, lists, name tags and mailing lists. This may also include folding, matching up personalized pieces, stuffing, sealing and stamping envelopes.
3.	15%	As Needed	General clerical duties and front desk support (e.g., answering phones and routing calls, filing, copying various materials, operating all office machines; updating database records, maintaining files and processing information of a confidential nature. Provide information and assistance to visitors and opportunities for faculty, staff and alumni to be involved in and support University Advancement sponsored initiatives and activities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to handle confidential material is required.
2. Ability to provide extreme attention to detail, accuracy, tolerance for repetitive tasks, and self-motivation.
3. Ability to use professional interpersonal and customer service skills.
4. Ability to use effective written and verbal communication skills.
5. Ability to use basic office machines, basic Microsoft office programs, including email and spreadsheets.
6. Ability to use or learn to use Raiser's Edge Database and Net Community Email systems as directed.
7. Ability to organize and prioritize workload efficiently and a timely manner in order to complete job responsibilities.
8. Must be a regular, full-time day school student, enrolled in at least 12 hours of class per semester.
9. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, sit, talk, hear, and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand or climb. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.