

Work Study Job Description

Position Title and Department:

Mills College Annual Fund (MCAF) Student Assistant

Mills College Annual Fund (Office of Institutional Advancement), located in Carnegie Hall

Supervisor:

Chavon Rosenthal

Telephone Outreach and Class Agent Programs Manager

crosesth@mills.edu

510.430.2363

Schedule:

10-12 hours per week

Daily (ideally) or at minimum Monday-Wednesday-Friday

September-December 2014 and January-May 2015

Compensation:

\$9.00/hour

Job Description:

The Mills College Annual Fund (MCAF) student assistant is an important member of the Office of Institutional Advancement team, supporting College fundraising for student scholarships, faculty salaries, campus upkeep, and other important areas. You will be providing administrative and clerical support for the Mills College Annual Fund and assisting with large-scale projects and events as needed.

Typical projects include preparing, printing, and assembling pledge reminder letters and first-time donor packets; preparing Excel spreadsheets for mailings and reports; and updating confidential information in the College's donor database. Additionally, you will work with the team to help identify opportunities for process improvement with a focus on increasing efficiency and accuracy.

You should be reliable, able to take direction, work accurately, and maintain a friendly attitude in a deadline-driven environment. This is an excellent resume-building position for students interested in fundraising and/or marketing.

Preferred Qualifications and Skills:

- Experience with Microsoft Excel, particularly with sorting data, adding/deleting/copying columns, and using spreadsheets for mail merge projects (a short Excel exercise will be given during the interview process)
- Experience with Microsoft Word, including using mail merge processes for mailing labels and/or letters
- Must possess exemplary attention to detail and have the ability to quickly spot errors (e.g. transposed credit card numbers, missing names/addresses on letters, etc.)
- Possess a natural capacity for and ability to use good judgment in making corrections when errors are found. Be willing to address questions or concerns to your supervisor as needed
- Ability to process and organize small (<300) letter projects in-house, including printing letters and mail labels; and folding, stuffing, sealing, and stamping finished mail pieces
- Prior knowledge of database programs, or a willingness to learn
- Ability to work with minimal supervision after an initial training period

To Apply:

Please complete accompanying application form and submit to Chavon Rosenthal at crosesth@mills.edu



Mills College Annual Fund Student Assistant Application

NAME: _____ BANNER ID: _____

CAMPUS PHONE or NUMBER YOU PREFERRED TO BE CONTACTED AT: _____

EMAIL ADDRESS: _____

YEAR (first year, sophomore, etc.): _____

MAJOR: _____

MINOR: _____

Are you currently employed by Mills College?	YES	NO
Have you been previously?	YES	NO
Are you eligible for work-study?	YES	NO

Please answer the questions below OR attach your resume

1. Describe your experience with Microsoft Excel , particularly with sorting data, adding/deleting/copying columns, and using spreadsheets for mail merge projects (a short Excel exercise will be given during the interview process)

2. Describe your experience with Microsoft Word, including using mail merge processes for mailing labels and/or letters

3. Describe a past professional, volunteer, or educational experience in which you've had to show good judgment

Interview Process

After your application is received, select applicants will be contacted via email for an in-person interview. An Excel test and a mail merge test will be given at that time.

Please email your application to crosesth@mills.edu, or complete in person at the work-study fair.

Questions? Contact Chavon Rosenthal at 510.430.2363 or crosesth@mills.edu.