STUDENT HOURLY POSITION DESCRIPTION

JOB CLASSIFICATION/TITLE:  STUDENT WORKER II
DEPARTMENT: OFFICE OF INSTITUTIONAL ADVANCEMENT / FOUNDATION

Student(s) will have the opportunity to learn about a non-profit organization, fundraising, grant writing, board operations, and publicity in a dynamic office environment.

REPRESENTATIVE DUTIES:
• Assisting in a variety of aspects of an Advancement & Development Office:
  ➢ working with the public
  ➢ assist with various fundraising events, funding proposals
  ➢ answering phones
  ➢ data entry
  ➢ office organization
  ➢ general office work
• Assist on various tasks related to fundraising and non-profit management

KNOWLEDGE AND ABILITIES:
• Typing @ 35 wpm or better
• Computer skills
• Good spelling & grammar skills
• Attention to detail
• Excellent phone & communication skills
• Reliable
• Excellent customer service
• Writing skills a plus

Office work experience or business students preferred

CONDITIONS OF EMPLOYMENT:
• Must be enrolled in a minimum of 12 units at Hartnell College each semester.
• Be in good academic standing.
• 10 to 20 hours per week (not to exceed 20 hours per week)
• Salary range $11.30–$12.65 per hour.

APPLICATION PROCEDURE:
The following item must be completed by the filing date.
• A completed Hartnell College Application for Student Employment on Campus form.

Submit the completed Application by Friday, January 29, 2016 to Terri Ugale in the Office of Institutional Advancement / Foundation - Bldg. E, Room 101 or email: tugale@hartnell.edu