



STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: STUDENT WORKER II

DEPARTMENT: OFFICE OF INSTITUTIONAL ADVANCEMENT / FOUNDATION

FILING DEADLINE: April 1, 2017 @ 5:00PM

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 eligible for Federal Work Study.
- Must be enrolled in a minimum of 9 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 FWS Application to Terri Ugale by:

Tuesday, August 1, 2017 @ 5:00 PM

in the Office of Institutional Advancement / Foundation- Bldg. E, Room 101 or
email: tugale@hartnell.edu