



Advancement Services Student Assistant

REPORTS TO

Annette McElroy, Director of Advancement Services

DEPARTMENT

Advancement Services/University Relations

EFFECTIVE DATE:

August 3, 2020

HOURS:

Approximately 10 hours a week although additional hours might be available throughout the year; work hours must be between 8 a.m. and 5 p.m., Monday through Friday

JOB SUMMARY

The Advancement Services department is a diverse and vital department, responsible for several main functions for the university. These functions include the upkeep and maintenance of the alumni and donor database, entering gifts that come to the university, processing and mailing receipt letters for all gifts, providing contact/ mailing lists to other campus department, and preparing giving reports for various campus departments and national organizations.

The Student Worker's main responsibilities would be to assist with the general office work that is necessary for a smooth-running office such as data entry/processing, filing, scanning, copying, research, stuffing envelopes, organizing and running errands. The student worker may also be asked to help out in other areas of University Relations at different times throughout the year.

RESPONSIBILITIES

Essential Functions:

- Maintain correct contact information for our alumni/donors.
- Enter comments, remarks, notes, etc. onto alumni/donor records.
- Assist in converting files to a digital format.
- Assist with special projects as may present itself throughout the year.
- Resume and references will be requested.

Required Qualifications:

- High school graduate.
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in fast pace work environment.
- Typing and spelling competency.



Supervision Received:

- Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Updated: April 15, 2019

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier
Director of Human Resources
Southern Nazarene University
6729 NW 39th Expressway
Bresee Hall, Room 306
Bethany, OK 73008
[405-491-6333](tel:405-491-6333)/ Email: gcollier@snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Gail Collier
Director of Human Resources
Southern Nazarene University
6729 NW 39th Expressway
Bresee Hall, Room 306
Bethany, OK 73008
[405-491-6333](tel:405-491-6333)/ Email: gcollier@snu.edu

TITLE IX DISCLOSURE

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and



activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).