



CAL MARITIME

A Campus of the California State University

Student Assistant Job Description

Department: University Advancement
Job Title: Student Assistant
Pay Level:

Supervisor: Paula Vitt
Working Hours: As available
Hourly Pay Rate: \$8.00

Job Summary (purpose or nature of work):

The Division of University Advancement manages the public affairs and communication, alumni and fundraising efforts on behalf of Cal Maritime. The student worker position will assist with all aspects of university advancement

Job Duties: Entering key research data in the Raiser's Edge (RE) dedicated alumni database. Scan reports of interviews of Alumni and attached to their data base constituent record in RE

Assemble meeting and event folders

Assist with transportation of items between campus sites.

Major University Advancement events including Gala – table packaging, name tags, name tents, etc.

File scanning

Phone calls to Alumni, parents – verifying addresses, donations for Gala, as needed

Follow up on solicitation for sponsorship

Assist with Captain's receptions on cruise

Opportunity for networking with donors

Required (or Preferred) Skills, Knowledge, and Abilities:

Excellent computer knowledge of Microsoft Word and Excel is required.

Type of Supervision Required:

- Direct Supervision** - Student receives immediate, close and regular supervision
- General Supervision** -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____