



Student Employee Job Description

Position Title	Student Advancement Coordinator		
Date Updated	5/11/20		
Dept Name	Advancement	Dept #	680
Contact	VP of Advancement	Email	rlarson@multnomah.edu
Weekly Hours	Up to 20 hrs/week while classes are in session and 40 hrs/week during class breaks		
Primary Physical Working Conditions	Cubicle	Primary Location	Portland Campus
Position Summary	To provide administrative and operational support to Advancement with a detailed and proactive approach that supports the mission and vision of the department.		
Responsibilities			
Assist the team with assigned tasks related to operations, alumni & parent relations, and donor relations			
Provide detailed data entry into systems such as Salesforce and PowerCampus			
Utilize project management systems such as Asana to follow and complete assigned tasks			
Act as the primary contact for alumni with reconnection requests			
Answer alumni phone lines and respond to simple inquiries			
Monitor and respond accordingly to the Advancement, Giving, and Alumni & Parents email inbox			
Gather Alumni & Parent news for the monthly MU Alumni Connection and quarterly MU Parent Connection E-Newsletters			
Assist with donor, alumni, and parent events such as Presidents Anniversary Celebration (PAC), New Alumni Dessert Night, Graduations, and more			
Other duties as assigned			
Skills and Experiences gained from this position			
Professional experience gained in areas of Advancement, including donor relations, event planning, development, and alumni relations			
Qualifications			
An understanding and appreciation for principles of biblical stewardship and generosity			
Ability to work independently and as part of a dynamic and collegial team			
Excellent written, verbal, and interpersonal communication skills			
Ability to organize and complete multiple tasks simultaneously with close attention to detail to meet deadlines			
Competency and comfort learning/utilizing various computer software and database systems			
Demonstrated ability to exercise confidentiality, discernment, and the highest professional and ethical standards			
General Expectations for all Student Employees			
Communicate with Co-Workers			
Have good customer service			
Follow through on tasks and details			
Communicate with Supervisor			
Manage time and prioritize while at work			
Be on-time to work			
Eligibility / Restrictions			
Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks			
Must be enrolled at least half-time to be eligible for this position			
Apply			

[Online Application](#)

Contact VP of Advancement

Email rlarson@multnomah.edu