

Graduate Assistant of Advancement Services

POSITION: Graduate Assistant of Advancement Services

SUPERVISOR: Director of Annual Giving

DEPARTMENT: Office of Institutional Advancement

GENERAL JOB DESCRIPTION

The Graduate Assistant of Advancement Services will assist in the data entry record keeping procedures and maintenance of the Raiser's Edge fundraising database. The Graduate Assistant will also perform office management and general advancement services. The position requires an individual with strong interpersonal skills and the capability of paying close attention to detail, must exhibit a high level of self-motivation, as well as, excellent written and verbal communication skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Data entry in Raiser's Edge
- Answer incoming telephone calls and direct the calls to proper sources within the Institutional Advancement Office; occasionally dispatch calls to other departments within the university.
- Distribute mail to office employees and complete errands as necessary.
- Assist in the preparation of office correspondence: mailings, emails, phone calls, scheduling appointments, etc.
- Manage special projects as assigned by office staff.
- Willing and able to participate in office events on and off campus, if needed.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, and correct any incompatibilities as needed.
- Research and obtain further information regarding constituents.
- Scan documents, upload documents, make copies, and print files, when needed.
- Assist in filing duties; maintain company files and records to ensure they remain updated.
- Copy, sort and prepare packets
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Projects may include Alumni Athletic/Campus Involvement data entry, updating contact information for donors and alumni in the database, Graduate Import cleanup and data entry related to the import, scanning of paper files and entry of scanned documents directly into the database, scanning of weekly gift receipts and entry of scanned documents directly into the database.

- Other duties as assigned

EXPECTED KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
<i>Entrepreneurship:</i>	Influences and inspires

EMBRACING OUR GUIDING PRINCIPLES

VISION STATEMENT – The vision for Tiffin University is to become: *A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.*

MISSION STATEMENT – The mission for Tiffin University is to: *Educate students by linking knowledge to professional practice.*

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

Tiffin University is an Equal Opportunity Employer