

WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Title

Employee Type	CS-Civil Service
Title	Program Assistant/107M
Pay Range	32
Function/General Scope	Perform specialized technical/clerical duties in support of a program activity. Under general supervision, perform work requiring knowledge and experience specific to the program. Provide students, staff, program participants and/or the public with information and interpretation of policies and activities related to the program specialty. Compose written communications, and establish and maintain records relating to program operations.

Position Details

Position Summary	In support of all levels of donor stewardship, this position assists with and coordinates stewardship activities with donors and prospects; accurately processes and tracks endowments and gifts and communicates with college development offices; assists in annual fundraising and special stewardship event programs; and provides related support functions. This position must exercise independent judgment and initiative in performing these duties as well as demonstrate a high level of confidentiality. This position serves as general resource for the entire fund raising and public relations operation.
------------------	---

Job Duties

% of Time	Essential Function	Job Function	Duties
50	Yes	Stewardship	<p>-Works with Assistant Director, update and maintain records by entering executed and pending Gift Use Agreements (GUA's).</p> <p>-Coordinates and utilizes scholarship thank you letters written by scholarship recipients as part of donor stewardship tool.</p> <p>-Interacts with students, soliciting and coaching acknowledgments to scholarship donors.</p> <p>-Assists in endowment and scholarship reporting to donors that requires special stewardship.</p>

WASHINGTON STATE UNIVERSITY

Sample Job Duties

		Stewardship Cont.	<ul style="list-style-type: none"> -Assists with general stewardship programs and activities, i.e., special events/programs for donors, recognition committee activities. -Assists in donor recognition stewardship process for awards -Works with the Assistant Director to design and provide stewardship programs. -Assists with development, implementation and coordination of the stewardship system to facilitate timely follow-up with donors, prospects, and alumni such as annual endowment reports to donors and friends. -Coordinates memorial and honorarium acknowledgments, deceased alumni list and historical laureate and benefactor list for a donor roll. -Works closely with the Office of Scholarship Services to obtain and manipulate scholarship databases to update Advance record. -Creates and maintains unit website for external audience including donors and students.
35	Yes	Special Projects	<ul style="list-style-type: none"> -Helps plan, organize, implement and evaluate annual and special stewardship events including, but not limited to, major donor and scholarship receptions/events, fund raising events and other meetings. -Assists with budgets, monitoring expenditures and ensuring the receipt and recording of various fees associated with programs and projects.
10	Yes	Misc.	<ul style="list-style-type: none"> -Works with communications to timely publish various items in support of the unit. -Maintains the mailing list as required. -Responds to internal and external constituents' requests in a timely and professional manner. -Assists the unit with various projects as assigned.
5	No	Other	-Performs other related duties as required.

Supervisory/Lead Responsibilities

	Incumbents may lead or direct the work of temporary hourly and student employees.
--	---

WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Qualifications

Classification Requirements	High school graduation or equivalent AND two years of full-time clerical experience; OR equivalent education/experience.
Position Specific Qualifications	
Preferred Qualifications	<ul style="list-style-type: none">-Demonstrated experience planning, developing, and producing events and/or special projects.-Knowledge and/or experience with fundraising.-Demonstrated computer skills including proficiency with Microsoft Office applications including Word, Excel, Access and Outlook.-Experience maintaining website pages.