Development Assistant, Student Affairs

Office of Development

Summary of Job Details

The Development Assistant serves as the primary initial contact for three Directors of Development (hereafter referred to as "the Directors") and provides essential administrative and financial support for the Student Affairs Division that is critical to the successful operation of a complex fund-raising program. Assists the Directors with all aspects of analysis, planning and implementation strategies for the Student Affairs Division, to support its research mission by securing support from private donors. This requires strong analytical skills as well as the ability to act professionally, independently, and exercise discretion and sound judgment. Also provides administrative support, which includes but is not limited to, scheduling appointments, travel arrangements, directing critical calls, updating databases, and handling confidential, high profile, and time sensitive matters involving donors and prospects; campus administrators, faculty and staff; collaborating institutions; and the community. May be called upon to work occasional evenings and weekends at various Development Office, SAGD, Institutional Advancement, or campus-wide events.

Required Qualifications

- Strong written, composition, proofreading and communication skills.
- Strong organizational skills and unfailing attention to detail and accuracy.
- Exceptional verbal and interpersonal skills that foster positive relationships with diverse populations.
- High level of initiative, creativity, and energy.
- Ability to work independently.
- Ability to maintain strict confidentiality in all aspects of work.
- Ability to coordinate multiple complex tasks while meeting tight and shifting deadlines
- Ability to effectively solve problems and demonstrate sound reasoning and judgment.
- Proficient in MS Word, Excel, PowerPoint, internet, and email and demonstrated ability to quickly learn various software programs.
- High School Diploma or equivalent Required, Bachelor's Degree preferred

Pay Rate/Range: $26.67 – $27.32/hr. with full benefits

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Application review begins 3/21/23. To view the full job description and apply online, please visit: https://jobs.ucsb.edu Job # 50078, or click on the following link:

[Development Assistant, Student Affairs & Grants](#)