

**Job Opportunity | Chancellor's Associates Student Assistant**

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**Chancellor's Associates Assistant - STDT 4 (Job #7888978)**

All student workers in the Alumni, Career, Annual Giving, Pipeline Development, and International (ACAGPDI) unit are expected to be flexible in their job assignments from day to day and across (ACAGPDI) based on priorities and business needs. Required skills and qualifications will remain consistent, but assignment areas and work locations may vary (limited to two areas at any given time). Additionally, all student workers are expected to assist with front desk coverage whenever needed.

**Chancellor's Associates Assistant Job Description:**

- Provide administrative support (typing/word-processing, filing, data entry, drafting, editing and proofreading correspondences, etc); database support; process mail.
- Assist with data report analysis including running weekly reports and other special projects as needed. Knowledge of ESP and MS Excel.
- Communicate with Chancellor's Associates donors and prospects and actively be an advocate of philanthropy for UC San Diego, providing prospects with program information and encouraging support.
- Assist with recording and tracking of gifts; donor acknowledgement and renewal processes in a timely manner; research projects; and preparation of proposals. Assist with mail merges. Knowledge of mail merge and addressing envelopes.
- Assist in updating Chancellor's Associates web pages. Prepare page lay-outs and draft text to ensure effective communication with external audiences.
- Assist with the creation of Chancellor's Associates PowerPoint presentations as needed.
- Assist with projects of a highly confidential and sensitive nature.
- Database management and perform internet research for donor prospecting.
- Operate office equipment: copier, labeler, laminator, etc.
- Assist with making thank you phone calls to donors, as part of the stewardship process.
- Assist with updating ESP (database) with donor data including event registrations, acknowledgement and mailing tagging.
- Assist with miscellaneous ACAGPDI duties.
- Must have organization skills.

**Event Assistance:**

- Assist with all invitation mailings, registration, RSVPs and other related activities.
- Provide event assistance (evening work if no conflict exists with school schedule). This requires a high level of face-to-face donor interaction.
- Duties may include registration, name tags, photography, event greeter, preparation, research and gathering of materials and information.
- Assist with making thank you phone calls to donors, as part of the stewardship process.
- Assist with updating ESP with donor data including event registrations, acknowledgement and mailing tagging.

**Employment Conditions:**

- Work Study award **preferred**.
- Must be available during the academic year.
- Must pay UC San Diego Student Services Fees each quarter working.
- Hours worked may not meet or exceed **19.50 hours** without explicit approval from Supervisor. While we do our best to accommodate student academic/personal schedules, we reserve the right to limit hours if an effort to coordinate schedules becomes too restricted.
- **No other on-campus employment permitted while working in this position.**

**General Qualifications:**

- Highly motivated self-starter with strong written and verbal communication, interpersonal, and organizational skills.
- Strong multi-tasking and time management skills to successfully manage multiple projects concurrently and meet tight deadlines.
- Passionate about giving back and inspiring community.
- Critical thinking & problem solving
- Research ability
- Professionalism & integrity
- Strong customer service skills.
- Ability to work independently, maintain confidentiality.
- Intermediate to advanced knowledge of computer skills managing PowerPoint, Word, Excel, Data Entry, and Outlook.
- Detail oriented, punctual and reliable.
- Professional and high ability to use professional judgement.
- Previous internship experience or on-campus involvement preferred, but not required.
- Ability to articulately communicate with Chancellor's Associates donors, alumni, parents, as well as campus officials at all levels.
- Familiarity with Adobe Acrobat. Experience with Photoshop a plus.
- Professional and friendly demeanor in person and on the phone.
- Experience in website design and implementation that includes graphic elements, database integration, and active content (Preferred, but not required).
- Experience with a variety of programs and operating systems associated with the Web including various web browsers, HTML editors, and graphic utilities (Preferred, but not required).

**Approximate hours per week:** 15 – 19.5

Hours **Compensation:** \$17.55/hour

**Notices:**

- The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.
- If you have relatives employed at UCSD, you must include the name, relationship and department where employed in your resume and/or cover letter. This information is used only for the purpose of complying with the University's nepotism policy.

**Questions? Contact Reggie Garcia at [reggiegarcia@ucsd.edu](mailto:reggiegarcia@ucsd.edu)**