JOB TITLE: DEVT2 – Annual Giving Assistant (Development)

DEPARTMENT NAME: Development

CONTACT NAME: Moses Mukasa, Annual Giving Officer

JOB DESCRIPTION:

The Annual Giving Assistant will:
- Assist with routine correspondence in regards to donations or requests for information; the assistant completes letter merges and compiles information packages daily.
- Assist with special appeal mailings
- Create collateral materials used in the student calling centre, such as posters or newsletters
- Help create incentives and games for the call centre
- Occasionally research practices at other universities, e.g. web site content of other Development offices
- Research and/or verify information using two databases and the UVic web site.
- Organize and coordinate stewardship practices.

QUALIFICATIONS:

- Proficient in MS Excel and MS Word
- Reliable, organized
- Excellent editing and proof reading skills
- Attention to detail

JOB LOCATION ON-CAMPUS: Alumni House, ISC 286

WORK STUDY WAGE: $12.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 45

HOW TO APPLY: E-mail resume to mosesmukasa@uvic.ca
Or deliver resume to Alumni House (ISC 286B), attn: Moses Mukasa