** STUDENT JOB OPPORTUNITY**

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| **JOB TITLE: *Student Database Assistant*** |
| **DEPARTMENT:** Development Office |
| **CONTACT PERSON/EMAIL/PHONE #:** Jason Popp, Development Database Analyst, poppjason@etown.edu, 361-1529.**TO APPLY:** Email Jason Popp, Development Database Analyst, at poppjason@etown.edu with a resume and application if interested.Deadline is February 17, 2017. |
| **STUDENT JOB DESCRIPTION:** Under the supervision of the Development Database Analyst the Database Assistant will help research potential donors to the College using on-line resources, the internet, Jenzabar database, and paper files. The assistant will edit draft profiles, assist in maintaining paper and electronic files, input data in the Development database, and perform routine clerical work. * Ability to handle confidential material responsibly is required.
* Familiarity with Microsoft Word and Excel as well as the internet is preferred.
* Use of Microsoft software, as well as, the Jenzabar database is an integral part of the job.
* Must be self-motivated and, after training, able to work independently on multiple projects.
* Must be dependable.

***This position is considered an important part of the staff and the successful student will be given many opportunities to develop professional skills.*****QUALIFICATIONS:** * Ability to preserve confidentiality of information.
* Strong technical skills; comfortable using current office technologies
* Strong organizational skills and attention to detail.
* Good interpersonal skills and desire to be a team player.
* Excellent written & oral communications skills
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| **HOURS and/or HOURS PER WEEK REQUIRED:** Approximately10 hours per week  |
| **PAY RATE:** $8.00 per hour. |
| **SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):** |
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AA/EOE