

Title of Position: Graduate Assistant

Effective Date: August 2024

Department: Office of University Advancement

Job Description and Qualifications:

Primary focus of the Graduate Assistant is to assist the Associate Director for Scholarship Stewardship with donor stewardship activities. The Graduate Assistant position requires proficiency in Microsoft Word and Excel as s/he will be tracking scholarship and student-related recipient data by utilizing spreadsheets. Strong written communication skills and the ability to generate and edit correspondence as well as a professional and mature manner are imperative as this position interacts with students by phone and email in order to collect letters of gratitude from students to their scholarship donors.

- Currently enrolled or accepted into a graduate program
- Possess attention to detail and be highly organized
- Excellent written and verbal communication skills
- Mature, professional and positive attitude
- Proficiency with: Microsoft Excel and Word, Google Suite (Drive, Docs, and Sheets) and internet search
- Work independently at problem solving
- Comfortable in utilizing student and fundraising databases
- Comfortable using the phone and communicating with staff and students regularly
- Organized with excellent attention to detail

Terms of Employment:

1 year with potential for renewal after first year.

Compensation:

Compensation for two classes (or six credits) to be taken in both Fall and Spring semesters. In addition, each student can work up to 20 hours per week.

Application:

All interested applicants must submit a cover letter and resume to:

Rebecca Mamrosh

Associate Director of Scholarship Stewardship

rmamrosh@rider.edu