Graduate Assistant for Institutional Advancement
2018-2019
30 hrs/week

Reports To: Associate Vice President for Institutional Advancement and Advancement Coordinator

General Description:
The Graduate Assistant for Institutional Advancement assists with fundraising and alumni-related projects and communications.

Duties and Responsibilities:
- Acts as an advancement project manager for the advancement division by coordinating and leading project activities, from analysis and planning to implementation and evaluation
- Tracks information pertinent to advancement division, including weekly major gift activity, executive board members across campus, and college award recipients
- Verifies data and ensures accurate recording in the college’s database
- Drafts correspondence/reports for administrators’ signatures and proofreads for accuracy
- Researches constituents and draft nominations and citations for college and community awards
- Provides support and creates materials for the Trustee Institutional Advancement Committee, Board of Regents, and Medical Advisory Board
- Attends staff meetings to take minutes and manage division action register
- Coordinates cultivation and stewardship activities that directly support advancement officer duties such as meeting arrangements, correspondence development and donor involvement and follow-up
- Assists with the coordination of details for volunteer-related activities. Will include periodic event responsibilities during evenings and weekends
- Compiles and edits class notes for the Canisius College magazine.
- Develops working knowledge of advancement operations
- Other duties as assigned

Qualifications:
- Bachelors degree is required
- Must be newly matriculated into one of Canisius’ master’s programs (starting first year of graduate studies)
- Self-starter who can work in a team environment
- Excellent oral and written communication skills
- Excellent interpersonal skills and the ability to work with diverse groups
- Exceptional time management and organizational skills; ability to multi-task and meet deadlines
- Strong computer skills that include knowledge of Microsoft Office and ability to learn advancement database and Oracle forms
- Must be detail and service oriented

Compensation:
Tuition waiver for up to 18 credit hours during 2018-2019 academic year, with the possibility of an additional stipend.

Terms of Employment:
30 hours per week
July 1, 2018 – May 31, 2020
Schedule to be determined.