Graduate Assistant for Advancement Research & Services
2018-2019
30 hrs/week

Reports To:
Director of Advancement Services and Research and Prospect Management Coordinator

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

Duties and Responsibilities:
• Draft correspondence/reports for administrators’ signatures and proofreads for accuracy
• Manage the class notes for the Canisius College Magazine
• Update and manage the IA webpages
• Manage various projects related to research and advancement services
• Coordinate efforts to collate alumni data across campus
• Manage undergraduate workstudy students in alum notes and obituaries process
• Research and collect information for various special projects and prospects as needed
• Assist with the coordination of details for volunteer-related activities. Will include periodic event responsibilities during evenings and weekends
• Manage and delegate tasks to undergraduate workstudy students
• Develop working knowledge of advancement department
• Other duties as assigned

Qualifications:
• Bachelor’s 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 that enable him/her to work with diverse groups
• Exceptional time management and organizational skills that enable him/her 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-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.

To apply, please send your resume, two references and a cover letter to Angela Butler at butler25@canisius.edu