## 

**Student Assistant**

**Student Employment**

**Title: Student Assistant for Office of Institutional Advancement**

**Student Supervisor: Emily Peck (other project managers as needed)**

**Hiring Manager Contact: LeeAnn Manning -** [**leeann.manning@salem.edu**](mailto:leeann.manning@salem.edu)

**Position Status:** Part-Time / Academic Calendar (Operates on Semester Schedule)

**Classification:** Non-Exempt

**Reviewed/Revised:** June 2024

**$9.00 per hour for up to 10 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary:**

The student assistant will be an integral liaison in the Institutional Advancement Office, helping steward alumnae and donors through various communications (written and spoken) and representing our student population at alumnae/donor events, which is an essential need. The position also will assist with general administrative tasks required in the Institutional Advancement Office.

**Essential Duties and Responsibilities:**

* As requested by the Office and as student’s schedule allows, attend and assist with special events for alumnae and donors (ex. Regional Alumnae Events, Health Leadership Forum, Christmastide, Scholarship Luncheon, Reunion Weekend, etc)
* Communicate with alumnae and donors (via phone, email, video and notes) to encourage attendance at alumnae events; coordinate any special needs (ex, parking, mobility access, etc) for campus events; make phone calls to thank donors for gifts
* Help maintain records used by Institutional Advancement (scanning documents and attaching to donor records, filing any appropriate hard copy documents, etc)
* Other duties as requested and assigned through the Institutional Advancement Office

**Required Qualifications:**

* Excellent verbal and written communication skills (very important!)
* Interest in meeting and working with alumnae and donors from various generations and geographical areas
* General computer skills (Google, Microsoft products)
* Understanding of utmost confidentiality in all aspects of work performed

**Physical Functions**

While performing the responsibilities of the Student Assistant, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*