



Position Title: Development Assistant, College of Liberal Arts Development Office

Application deadline: Friday, September 1, 2017

The College of Liberal Arts Development Office is seeking a mature, organized, and responsible student interested in a **multi-year commitment** where they can grow in their role and build their resume. If you're looking for professional experience in a fast-paced environment, this is for you!

The Development Assistant is an important role for the Development Office, providing support around fundraising efforts, office communications, and student scholarships. The Development Assistant will have the opportunity to attend special fundraising events, and interact with alumni and friends of the College throughout the year.

Job Responsibilities will include:

- Clerical support to the Development Office staff
- Create and mail donor thank you letters
- Attend and support the Development Staff at special events
- Database management
- Special projects, as assigned

Required Qualifications:

- Undergraduate student in good academic standing
- Positive attitude, motivated, and self-directed
- Excellent communication skills (written and verbal)
- Strong organizational skills and attention to detail
- Professional and customer-service oriented
- Experience with Microsoft Office Programs
- Minimum 15 hours weekly beginning mid- late September 2017

Important Information:

- **Application deadline: Friday, September 1, 2017**
- Wage: \$10 per hour
- **Preference will be given to candidates who can make multi-year commitment**
- Interviews will take place on a rolling basis in late August and early September 2017. Please check your email regularly as you may be contacted any time after you submit your application to schedule an interview.

To apply: Email the following materials to Savannah Kacher at Savannah.Kacher@colostate.edu by **Friday, September 1, 2017**.

- 1) A one-page resume, including current cumulative G.P.A. and expected graduation date
- 2) A one-page cover letter detailing your relevant experience, and if you are interested in a multi- year commitment.

Applications must be submitted electronically with the subject of the email as follows: "Development Assistant Application – (Your Name)." *Early applications are welcome and appreciated.*