LOOKING FOR A JOB?

University Advancement is hiring!

FEDERAL WORK STUDY ONLY

Great Networking Opportunities! Flexible Hours!

If you’re interested in...

- Event Planning
- Public Relations
- Fundraising
- Church Relations
- Alumni Relations

Contact: Renee Heckenlaible (909) 593-3511, Extension 4680

CALL NOW!
Federal Work-Study Position Available

Today’s Date 6/30/2011

HIRING DEPARTMENT: University Advancement

DESIRED START DATE: August 29, 2011

EMPLOYMENT HOURS: Between 8:00am to 5pm with occasional evening and weekends. Total hours per week depend on Award amount.

JOB POSITION TITLE: Student office Assistant- (multiple positions available)

JOB DESCRIPTION & DUTIES:

- Receptionist -typing -filing- photocopying- collating- stuffing envelopes-errands - faxing -mail sorting-greeting guest-answering phones-directing calls.

- Fundraising- Planned Giving-Annual Giving-Gift Processing

- Event planning– helping setup and take down - greet donors, alumni and special visitors – help out at booths – decorations – hand out programs.

- Alumni Relations - Homecoming Event - Reunions.

- Public Relations – Media Relations- Publications- Photography-Graphic Design.

SUPERVISOR’S NAME: Renee Heckenlaible

CONTACT INFO: 909 593-3511-ext. 4680 rheckenlaible@laverne.edu