Graduate Administrative Assistantship Position Description

$9,083 total compensation for 20 hours/week
Supervisor: Ann Smith, Director of Annual Giving
Shirley Center for Philanthropy
110 Daniel Drive, Clemson, SC
864/656-5895
annsmit@clemson.edu

Job Purpose:

To support the Annual Giving and Development Operations in soliciting, stewarding, and acquiring increased donors and dollars in private support for Clemson University.

Job Tasks:

1. To support the direct mail and stewardship operations. May include research of peer institutions.

2. To provide support to ensure an appropriate level of communication between Clemson and our donors including the drafting and sending of targeted special project solicitations.

3. Assist with annual stewardship communication to all donors, alumni and friends.

4. Work with staff to identify enhancements and/or suggest updates to websites relating to annual giving, class, Young Alumni and special event projects.

5. Attend specific University functions as a representative of the Annual Giving Office and Clemson Forever Fund.

6. Other special projects and duties as deemed necessary.

Qualifications

1. Ability to meet and greet alumni, friends and parents visiting the office and provide helpful and friendly customer service.

2. Telephone and writing communication skills

3. Organizational skills

4. Computer skills (i.e. Microsoft Office environment and Adobe Design Suite)

5. Time management