

Student Campus Job: Office of the Vice President of Advancement

Job Title: Office Assistant, Advancement

Starting Pay Rate: A

Hours: Flexible schedule between 8:30 a.m. and 4:30 p.m., M-F, positions available for 15, 20, and 35 hours per week.

Location: Office of Advancement, Trinity Commons

Work Period: Summer 2019

Number of Students: 3

Contact: Send résumé and cover letter to **Tess Dudek-Rolon, Development Communications Officer**, at Theresa.dudekrolon@trincoll.edu

Contact: 860-297-4284 (e-mail preferred)

Description of Duties: The student office assistant(s) will work on a large scanning and digitization project for Advancement. Students will provide general clerical support for the Office of the Vice President of Advancement. Primary duties will include data entry, scanning, copying, filing, mailing. Students may also be asked to deliver documents across campus, and will occasionally help with organizing the office and other administrative duties.

Skills: Must be able to work with minimal supervision, be competent working with the Microsoft Office Suite, and possess data entry, and filing skills. Prior office experience is helpful.