

Position Title: Development Administrator

Division: Graduate and Professional Student Council

Department: Dean of Students Office

Job State Date: July 1, 2017

Job End Date: June 30, 2018

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President and Senior Assistant Dean of Student. The Development Administrator will assist the GPSC in developing a strategic donor-based fundraising program by organizing and executing financially successful fundraising events and by identifying donors and potential donors.

Work Schedule: Part Time (2-6 hours per week on average). Work hours are flexible.

Application Requirements: Limited to current UA graduate/professional students who are registered or enrolled in Fall 2017 classes.

Compensation: \$15.00/hr; stipend paid at the end of fall and spring semester (twice per year) through the Bursar's Office (UAccess) based on hours of work; no benefits or tuition reimbursement.

Minimum Deliverables: Assemble database of potential donors and provide monthly and year-end reports.

Duties and Responsibilities: The GPSC seeks a friendly, service-oriented graduate/professional student in good academic standing to develop the fundraising efforts of GPSC. The Development Administrator will work with university resources and GPSC staff to raise funds for GPSC. This process may include identifying and networking with potential donors and other funding sources that may be available. If applicable, the Development Administrator will also partner with the GPSC Events Director and Social Chair to plan fundraising events throughout the year. Attend at least one GPSC General Council and two Executive Board meetings each semester.

Minimum Qualifications:

- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Strong written and verbal communication skills
- Ability to resolve problems quickly and determine appropriate courses of actions
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Preferred Qualifications:

- Experience with fundraising
- Previous administrative/budgetary experience
- Demonstrated success with student advocacy
- Event planning experience
- Previous professional experience
- Knowledge of the University, Tucson and Arizona communities