GRADUATE ASSISTANT VACANCIES

Division of Development
For info on our division: https://giving.sc.edu/

Positions:
2 Graduate Assistant (GA) opportunities for 2016-2017 academic year: each position averages 20 hrs/week beginning Fall semester 2016
**Please note these positions require an in-person or Skype interview.**
**Please note that Moore School out-of-state graduate students do not qualify for the in-state tuition rate.**

Responsibilities:
One of the positions will support the efforts of the Prospect Management staff and the other will support the efforts of the Research Analysis staff.

Responsibilities for both will include use of specialized development research database systems and preparing and maintaining reports in Excel. GA for Prospect Research will be responsible for the compiling and reporting of biographical and financial data discovered on our prospects.

Prospect Research position responsibilities:
Draft effective correspondence detailing research outcomes
Proof and edit entries regarding research data
Proactively seek external sources of information that are useful to research activities
Coordinate entry of data into our database system, Millennium

Prospect Management position responsibilities:
Assist with review of contact reports to ensure compliance with Donor Prospect Management System
Run reports related to fundraising efforts from database and assist in review and interpretation of the data
Assist with reviewing prospect manager request report and completing the manager assignments

Requirements for both positions:
Ability to work with minimal supervision
Seeking someone with initiative and focus and superior verbal and written communications skills
Attention to detail, dependability and confidentiality is essential
Thorough knowledge of Microsoft Office Suite of products
Experience with information systems, search options, and indexing preferred
Prior experience or exposure to higher education fundraising initiatives desirable but not required.

Misc:
Office located at 1600 Hampton Street (corner of Hampton and Pickens streets)

GA will receive a stipend of $5,000 per semester (20 hrs x 10 weeks) subject to satisfactory performance reviews and dependent upon acceptance and enrollment in a USC-Columbia academic program. GA must be enrolled in at least six hours of graduate credit each semester to retain graduate assistant status.

References will be checked.

If interested, please send cover letter and resume/C.V. to Beth Inman, Senior Director of Prospect Management and Research Analysis: inmanet@mailbox.sc.edu No phone calls, please.