Westminster College
Position Vacancy

Administrative Data Assistant for Institutional Advancement
(part-time)

Applications are being accepted for the part-time, clerical role of Administrative Data Assistant in the Office of Institutional Advancement. This 10-hour per week, year-round position reports to the Senior Director of Alumni Engagement and works out of the Office of Institutional Advancement. The primary role will be to provide additional administrative support to the office with a specific focus on data housed in our Raiser’s Edge database. Responsibilities include assistance with alumni and friend record updates and logging of alumni data, accomplishments, and information, as well as assistance with gift processing within the database. Additional duties may include assistance with virtual and, when appropriate, in-person events.

The ideal candidate will be detail-orientated, self-motivated and express a desire to learn or have previous database system experience. Specific knowledge of Raiser’s Edge is optimal. This position provides a flexible hourly schedule that can be adjusted based on personal and institutional needs and will begin immediately.

Please send a letter of interest, resume, and the names and contact information for three work related references by no later than August 25, 2020 to: Kara H. Montgomery, Senior Director of Alumni Engagement, Westminster College, 319 S. Market Street, New Wilmington, PA 16172.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.