

Graduate Support Assistant – Advancement Services

The Advancement Services Unit of University Advancement is searching for a Graduate Support Assistant. Our area is responsible for oversight and management of the alumni/donor database, prospect research and prospect management, gift and pledge processing, budget, and other operations for University Advancement and the TTU Foundation.

Required Skills:

- Strong attention to detail
- Ability to work with sensitive and confidential information and use discretionary judgment in conduct and speech
- Strong verbal and written communication skills
- Strong interpersonal skills
- Strong time management and organizational skills
- Ability to work independently and as part of a team
- Strong computer skills including standard office software such as Microsoft Word and Excel
- Ability to work effectively with diverse groups of people

Other Requirements:

- Strong work ethic
- Ability to set and keep a defined work schedule within the regular business hours of our office (Monday through Friday, 8am to 4:30pm each day)
- Willingness to ask questions and learn

Preferred Skills:

- Strong analytical and problem-solving skills
- Understanding of basic mathematical and financial principles
- Working knowledge of database concepts and database software such as Microsoft Access or Raiser's Edge

Job Duties:

- Review and compare information provided by other areas of campus such as TTU Archives with the alumni/donor database
- Conduct research to verify business and other data maintained in the alumni/donor database and assist with data entry updates
- Assist with data entry updates and data cleanup projects that may require research
- Assist with basic data analysis as needed
- Conduct audits of groupings of data or files as needed
- Other duties as assigned