### Wittenberg University
**Student Employee Position Description Form**

<table>
<thead>
<tr>
<th>Department</th>
<th>Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Wittenberg Fund Assistant</td>
</tr>
<tr>
<td>Start Date</td>
<td>August 2016</td>
</tr>
<tr>
<td>End Date</td>
<td>May 2017</td>
</tr>
<tr>
<td>Hours per week</td>
<td>5.0-6.0</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$8.10</td>
</tr>
<tr>
<td>Position Supervisor</td>
<td>Arianna Hamilton</td>
</tr>
<tr>
<td>Supervisor title</td>
<td>Assistant Director, The Wittenberg Fund</td>
</tr>
</tbody>
</table>

To apply/inquire: Email: [hamiltona@wittenberg.edu](mailto:hamiltona@wittenberg.edu).

### Duties and Responsibilities of position:

1. Enthusiastically contacts alumni, parents, and friends
2. Receives state of the art customer relationship management training
3. Presents Wittenberg in a positive manner
4. Updates donor records
5. Provides information on current events, renovations, and all other ongoing campus projects
6. Understands and enthusiastically presents the case for financial support
7. Follows directions and scripts explicitly
8. Records all financial and personal updates clearly and accurately
9. Assists with BAH Alumni Events (i.e. Homecoming, Benjamin Prince Society Events, etc.)
10. Promotes the Wittenberg Fund to other student groups and serves as a positive representative
11. Writes personal follow up notes to donors

### Qualifications needed for position:

1. Passion for Wittenberg University
2. Excellent verbal communication skills
3. Outgoing personality
4. Excellent listener
5. Ability to work in a fast-paced environment
6. Detail-oriented