**LEVEL DEFINITION**

Positions at this level are responsible for providing administrative support, research assistance, report generation and data verification services, and coordinating specific donor or fundraising-related tasks (i.e. scheduling events).

**TYPICAL RESPONSIBILITIES**

May include: conducting research; assisting in the preparation of briefing notes from research data; processing gifts and pledges including completion of forms, updating donor information, setting up accounts and payment schedules, supporting events, and maintains donor contact activity on donor and alumni database.

**DECISION MAKING /LEVEL OF ACCOUNTABILITY**

Exercises judgment in the gathering, analysis and recording of research data; makes decisions in determining work procedures and layout and format.

**SUPERVISION RECEIVED**

Work is performed under general supervision. Receives detailed instructions for new or unusual assignments. Work is usually reviewed upon completion.

**SUPERVISION EXERCISED**

None.

**MINIMUM QUALIFICATIONS**

University degree in a relevant discipline. Minimum of up to one year of related experience, or the equivalent combination of education and experience.

Updated January 26, 2015