Minnesota State Mankato Annual Fund
Student Fundraising Assistant Position Description
2009-2010

Updated 9/10/2009

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Position: **Minnesota State Mankato Student Fundraising Assistant**

Contact ASAP: **Laurel Schemmel,** Coordinator of Annual Giving
(507) 389-5951 (24-hour voicemail)

Directors: **Marie Worrell,** Associate Director of Annual Giving
Lucette Wildt, Director of Annual Giving

Starting Pay: $8.00 (probationary 2 week training)

Base Pay: $8.15

Eligible Raises: $8.35, $8.55, $8.70, $8.90

Days: Sun., Mon., Tues., Wed., & Thurs. only

Hours: 6:00-9:00 PM

Required Schedule: **Fall and Spring Semester** (Summers available!)

Optional Schedule: Finals Week, Winter Break & Spring Break

Requirements:

1. Highly motivated!
2. Excellent communication skills!
3. Basic computer, typing and spelling skills.
*4. **Mandatory** staff meeting Mondays 5:00-5:49P.M.*
5. Must work Sunday **AND/OR** Thursday!
6. Work 3 nights a week! (2 minimum)

Position Description Code: Pride

Job Description: Solicit funds for the academic development of the University's colleges, departments, and programs. You would be 1 of 70 students who call approximately 100,000+ alumni, friends, faculty, staff, parents, and students of Minnesota State Mankato to raise unrestricted and restricted private support annually. The Annual Fund yearly goals are **$1,000,000** through **12,000** pledges. This position requires excellent customer service skills.

Benefits:

No cold calling
Phenomenal resume builder
Highly competitive position to obtain
Enjoyable work environment
Fun prizes and incentives
One of the BEST student jobs at MN State Mankato!