



## Job Description

### College Assistantship: Development Assistant

**Number of Students Needed:** 1

**Supervisor:** You are accountable to the Director of Advancement.

#### **Responsibilities:**

1. Make donor thank-you calls.
2. Make donor "Ask" calls.
3. Assist with data maintenance in Raiser's Edge.
4. Assist with various development events, projects and activities.

You will be required to record your time on a weekly time sheet, which will need to be submitted at the end of each term to your Supervisor.

**Schedule:** Your responsibilities begin the first day of term and conclude on the last day of exams except for stated holidays.

The College is closed on the following holidays except for intensive-week classes as scheduled:

- Thanksgiving Day
- Remembrance Day
- New Year's Day
- Nova Scotia Heritage Day
- Good Friday

Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester (September 3, 2019, to December 12, 2019) and winter semester (January 6, 2020, to April 19, 2020).

Your schedule includes the intensive-week classes and exam weeks throughout the academic year:

- Fall Reading Week, ADC intensives (October 28-November 1, 2019)
- Fall Exam Week (December 10-12, 2019)
- Winter Reading Week, ADC intensives (February 17-21, 2020)
- Winter Exam Week (April 7-9, 2020)

You may also be asked to work Orientation Week (September 3-6, 2019) and Commissioning and Convocation (May 8 & 10, 2020).

The work commitment for this position will require some flexibility by the student as the work will be assigned based on the needs of the Development Office.

**If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately.**

**Remuneration:** A College Assistantship is granted for the academic year and is paid in the amount of \$1,650.

**I understand and agree to fulfill the responsibilities of this position.**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_