ACADIA
DIVINITY COLLEGE

College Assistantship: Development Assistant

Number of Students Needed: 1

Supervisor: You are accountable to the Director of Development.

Key Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

1. Assist with the donor thank-you program.

2. Assist with maintaining donor and development data in Raiser's Edge.

3. Assist with Development events, projects, and other activities as assigned.

Reporting:

You are required to record your time on a weekly timesheet and submit it to your supervisor.

Location:

These responsibilities may be completed either at the College or remotely.

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall and winter terms, **up to a maximum of 132 hours for the academic year**. As this role is project-based, the number of hours may vary from week to week, with additional hours required around certain events or projects.

The position requires some flexibility, as work will be assigned according to the needs of the Development Office.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin and end on the following dates.

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, inclusive

For specific dates, visit https://acadiadiv.ca/academic-calendar/#dates

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the academic year and provides remuneration of **$2,400, inclusive of vacation pay**.

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

Date: _____

Student: _____

Supervisor: _____