

University of Notre Dame

Development

Donor Services

Job Category

Clerical

Title

Student Assistant

Position Description

Proofreading acknowledgement letters.

Scanning and indexing gift correspondence for retrieval by other Development areas.

Assisting with preparation of matching gift forms.

Performing other clerical duties, such as filing.

Position Qualifications

Current or recently admitted Notre Dame student.

Must be highly organized and have strong attention to detail.

Needs to be flexible, with an ability to transition to alternate tasks as required.

Pay Rate

\$8.50-\$8.75 per hour

Schedule

Summer (June – August)

20-30 per week

If you are interested in this position, please submit your resume to smunoz2@nd.edu by Friday May 24th.