

RESOURCE DEVELOPMENT WORK STUDY JOB DESCRIPTION

Title: Development Assistant

Summer: Yes

Fall: Yes

Winter: Yes

Spring: Yes

Job Description: Duties will involve marketing Columbia Gorge Community College Foundation's scholarship program and fundraising events. Position may include the following: design of promotional material such as brochures, posters and newspaper advertisements; prepare mailings and assemble information packets; general administrative duties such as copying and filing; database entry; perform fundraising tasks; and assist with event planning. This position will be an excellent opportunity for students interested in learning more about marketing management.

Skills Required: Computer experience (Excel, Word, PowerPoint) and/or willingness to learn, telephone competence, word processing/typing. Design experience desired but not required.

Days/Hours: Mon to Fri 8am-5pm

Location: Foundation Office

Pay Level: 1

Spvr: Stephanie Hoppe

Ph: 541-506-6113

Dept: CGCC-Foundation/Resource Development

Campus: HR