Student Financial Services
15 Main Street
Henniker NH 03242
Phone (603) 428-2226
Fax (603) 428 –2404
Email: *sfs@nec.edu*

New England College

Student Employment Job Description

Job Title: Clerical Assistant
Department: Office of Advancement

Student Name:_____
Length of Employment (check one): Fall ___ Spring ___ Both ____
Reports to: Andrea Stickney

Job #: 201F1
Category: (Student)
Pay Rate: 7.25
Date: 09-01-08
Office Use Only

Position Purpose

Primarily responsible for assisting in the maintenance of accurate and up to date confidential constituent records within the constituents' hard files and/or within the database. May periodically required to attend Advancement events on and off campus.

Duties & Responsibilities

- Maintain with the strictest confidentiality OA's hard copy and/or electronic files (Assistant will be required to sign a confidentiality agreement).
  - Maintain Alum Transcript Files
  - File Alum documents, articles, pictures, announcements appropriately
  - Enter and/or edit data in electronic constituent files within Banner database (Assistant will receive data entry standards instruction for the Banner database)
- Participate in small projects requiring update in the Banner database system
- General office tasks such as faxing, copying, document disposal, running errands on campus and assist in various OA mailings in preparation for post office.
- Assist with Advancement events – including but not limited to Alumni & Family Weekend.
- Other task as requested.
- Assistant is expected to dress appropriately, business casual is preferred.

Position Requirements

Skills & Knowledge	**Experience**	**Education**
• Basic computer knowledge (Word, Excel, Web, etc.) • Good oral and written communication • Commitment to maintaining accurate and confidential records, and can pay attention to detail	• Office experience preferred but not necessary	• Current NEC Student

_____ _____
Supervisor's Signature Date

_____ _____
Student's Signature Date

_____ _____
Student Financial Services Date