



October 22, 2009

Position Announcement Database Specialist

- Department:** Institutional Advancement and Marketing;
Reports to Vice President for Institutional Advancement and Marketing
- Start Date:** Preferred start date is immediate. Position will remain open until a suitable candidate is found.
- Benefits:** As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees
- Description:** Responsible for the input/output of constituent database system. Ensures the accuracy of constituent records and supervises the processing of all record updates including: address, employment, marital status, births, deaths, and all other database maintenance. Prepares queries, exports, imports, reports, custom reports from the database and other sources. Processes all gift income, including deposits, gift batches, and acknowledgments. Balances accounts with the Business Office monthly, produces mailing labels and envelopes, responds to questions from donors and serves as receptionist for Institutional Advancement and Marketing. Also works with other staff members on special events and assists with mailings as needed. Work is in an office environment. Normal work week is 37.5 hours Monday through Friday. Will also be present at select College functions.
- Qualifications:** High school diploma, bookkeeping skills, word processing, spreadsheet and database experience required. Must have organizational skills and the ability to manage multiple projects professionally, confidentially, and with attention to detail.
- To Apply:** Send letter of application, resume or completed application form, and the name, address and contact information for three references to: Human Resources, Saint Joseph's College, PO Box 889, Rensselaer, IN 47978, or to HR@saintjoe.edu.

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