

York University
Position Description- YUSA2

Position Title: <input style="width:90%;" type="text" value="Development Assistant"/> Department: <input style="width:90%;" type="text" value="Office of Development"/> Department ID: <input style="width:90%;" type="text"/> Physical Location: <input style="width:90%;" type="text" value="W362 C"/> Term of Employment: <input style="width:90%;" type="text" value="October 9, 2018 to April 30, 2019"/> Hours of Work: <input style="width:90%;" type="text" value="Minimum 15 hours per week"/> Reports to Manager: <input style="width:90%;" type="text" value="Associate Director, Major Gifts and Campaigns"/> Employment Category: Part Time <input type="checkbox"/> up to 24 hours Interim <input checked="" type="checkbox"/> up to 35 hours Reason for Request: <input style="width:90%;" type="text" value="Fall Winter contract Sept 2018 to April 2019"/>	Send Payroll Report to: <input style="width:90%;" type="text"/> Account <input style="width:150px;" type="text"/> Fund <input style="width:100px;" type="text"/> Cost Center <input style="width:150px;" type="text"/> Activity <input style="width:150px;" type="text"/> Time <input style="width:100px;" type="text"/> Location <input style="width:150px;" type="text"/> To Be Completed by HR Only: Schedule <input style="width:30px;" type="text" value="2"/> Year <input style="width:30px;" type="text" value="1"/> <input style="width:30px;" type="text" value="8"/> ID <input style="width:30px;" type="text" value="1"/> <input style="width:30px;" type="text" value="5"/> <input style="width:30px;" type="text" value="5"/> <input style="width:30px;" type="text" value="4"/> Control # <input style="width:30px;" type="text" value="0"/> <input style="width:30px;" type="text" value="0"/> <input style="width:30px;" type="text" value="3"/> Assignment #: <input style="width:150px;" type="text"/> Classification: <input style="width:90%;" type="text" value="Administrative"/> Band Level: <input style="width:30px;" type="text" value="4"/> Hourly Rate of Pay: \$ <input style="width:30px;" type="text" value="1"/> <input style="width:30px;" type="text" value="9"/> . <input style="width:30px;" type="text" value="8"/> <input style="width:30px;" type="text" value="7"/> NOC Code: <input style="width:30px;" type="text" value="1"/> <input style="width:30px;" type="text" value="2"/> <input style="width:30px;" type="text" value="2"/> <input style="width:30px;" type="text" value="1"/> Job Code: <input style="width:30px;" type="text" value="C"/> <input style="width:30px;" type="text" value="0"/> <input style="width:30px;" type="text" value="0"/> <input style="width:30px;" type="text" value="1"/> <input style="width:30px;" type="text" value="2"/> <input style="width:30px;" type="text" value="2"/>
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Job Purpose:

Provide an overview of the job responsibilities

To provide assistance to the Development Team and its initiatives to further the fundraising goals of the Schulich School of Business.

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities and include approximate percentage of time

1. Update the currency and integrity of the York University alumni database through active electronic research (LinkedIn, digital publications, other web tools, etc.) and 1:1 approaches, by phone, to alumni.
2. Research lost entities, utilizing a customized and proprietary tracing process that integrates telephone, email and Internet tools.
3. Assist with the collection, research, retrieval and review of media intelligence and other competitive intelligence, including scanning key business publications to identify Schulich alumni/faculty and management education matters/trends.
4. Under the direction of the Associate Director, analyze and summarize, in writing, key research findings and competitive intelligence on variety of subjects.
5. Assist with the preparation and delivery of special fundraising events, involving donors and prospects (alumni and friends), including design of slideshows, physical and digital signs.
6. Under the guidance of the Development Researcher, assist with targeted prospect research related to individuals, corporations and foundations (related to career chronology, community/volunteer affiliations, wealth indicators, wealth analysis, etc.).
7. Assist with sponsorship matters including, gathering digital content for fulfillment reports, designing fulfillment reports, preparing invoices, events and other duties.
8. As part of research duties and utilizing advanced research skills, devise research plans and methodology prior to commencing projects.
9. On a regular basis, and in collaboration with other Development Staff, maintain the digital filing system of the Office of Development by scanning files, naming electronic files (in accordance with policy and the common records schedule) and archiving paper files in storage.
10. Other duties as assigned.

Perform Other related duties as required. Not to exceed 5%

Responsibility for Others:

Yes No

If "Yes", provide details

Job Qualification and Related Skill Requirements

Minimum formal education/training, related experience and job related skills

Minimum Education:

- Minimum completion of two full-time years of an undergraduate business education program at the university level, or one year of a graduate level management program (i.e. MBA).

Experience:

- Past experience in a fundraising office setting will be considered an asset.
- Past experience working/volunteering in a business school environment will be considered an asset

Related skills requirements:

1. Proficient computer skills with Microsoft Suite, including Publisher, with some experience with its graphic design layout, and as well, with databases.
2. Knowledge of the Schulich School of Business, its programs, deliverables and outcomes; and the ability to contextualize and communicate these to others within the Development framework of SSB.
3. Problem solving and analytical skills; interviewing and active listening skills.
Ability to research problems where solutions may not be readily apparent and facts may be incomplete. Ability to undertake further inquiry utilizing strong analysis and interpretation skills, and independent judgment.
4. Research and Technical skills: Understanding of electronic business research resources and basic understanding of the corporate sector plus basic accounting.
5. Time management: Ability to meet multiple deadlines and targets; operating within expected and established policies and procedural frameworks to achieve project deadlines.
6. Flexibility and adaptability: shift and adapt to assigned priorities in order to respond to new opportunities or challenges presented.
7. Able to work independently and as part of a team
8. Confidentiality and ability to use discretion:
Ability to uphold strict confidentiality of private and highly personal, sensitive information (i.e. alumni information), corporate strategy and other proprietary information.
9. Interpersonal skills: Ability to exercise persuasion, both verbally and in written form, in the context of SSB's Development projects.
10. Excellent attendance and punctuality essential.

Additional Language Skills Required: Yes No

If "Yes", provide details

Tick off all that apply and indicate

Regular (R) e.g. for continuous periods during most work shifts OR switching between activities all requiring the same level of visual attention
or **Periodical (P)** e.g. for short periods during most work shifts OR for longer periods of time but not every work shift

Motor Skills

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Using business equipment, operating a cash register or postal equipment | <input type="checkbox"/> <input checked="" type="checkbox"/> Accurate keyboarding requiring some speed |
| <input type="checkbox"/> <input type="checkbox"/> Using hand tools | <input type="checkbox"/> <input type="checkbox"/> Using power and cutting tools |
| <input type="checkbox"/> <input type="checkbox"/> Operating a vehicle | <input type="checkbox"/> <input type="checkbox"/> Coordinated manipulation of levers and switches to operate equipment |
| <input type="checkbox"/> <input type="checkbox"/> Basic keyboarding (where speed/accuracy are not defined requirements) | <input type="checkbox"/> <input type="checkbox"/> Repairing, calibrating or assembling equipment or tools |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Accessing files and entering basic information | <input type="checkbox"/> <input checked="" type="checkbox"/> High volume data entry/keyboarding |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Performing computer searches to compile information | <input type="checkbox"/> <input checked="" type="checkbox"/> Precision work to high tolerance |
| | <input type="checkbox"/> Other please specify: |

Manual (Physical) Effort

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Intermittent sitting, standing, moving around | <input type="checkbox"/> <input type="checkbox"/> Crouching, bending, kneeling, stretching |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Sitting for extended periods of time (unable to get up and move around) | <input type="checkbox"/> <input checked="" type="checkbox"/> Lifting/moving/ carrying equipment or material of varying weights |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Standing for extended periods of time where it is not possible to sit and perform work | <input type="checkbox"/> <input type="checkbox"/> Pushing wheeled equipment |
| <input type="checkbox"/> <input type="checkbox"/> Walking on uneven surfaces | <input type="checkbox"/> <input type="checkbox"/> Operating heavy hand held devices |
| <input type="checkbox"/> <input type="checkbox"/> Climbing stairs, working on ladders | <input type="checkbox"/> Other please specify:
up to 20 lbs |

Visual/Mental Concentration

- | | |
|--|---|
| <input type="checkbox"/> <input checked="" type="checkbox"/> Data entry/ word processing/ transcribing | <input type="checkbox"/> <input checked="" type="checkbox"/> Reviewing/checking large amounts of information/data |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Reconciliation of numbers/data | <input type="checkbox"/> <input checked="" type="checkbox"/> Monitoring computer screens, displays, equipment |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Interviewing/listening | <input type="checkbox"/> Other please specify: |

Working Conditions Part 1: Environment

- | | |
|--|---|
| <input type="checkbox"/> <input checked="" type="checkbox"/> Cubicle office environment | <input type="checkbox"/> <input type="checkbox"/> Loud/harsh/high pitched noise |
| <input type="checkbox"/> <input type="checkbox"/> Working in a confined space where movement is restricted | <input type="checkbox"/> <input type="checkbox"/> Dirt, grease, fumes or odours |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Background noise/lack of privacy resulting from working in an open area | <input type="checkbox"/> <input type="checkbox"/> Inclement weather, wet environments, temperature extremes |
| <input type="checkbox"/> <input type="checkbox"/> Dust, temperatures that are warmer/cooler or less ventilated than a controlled environment | <input type="checkbox"/> <input type="checkbox"/> Human or animal waste/fluids or other unpleasant substances |
| <input type="checkbox"/> <input type="checkbox"/> Low lighting or glare | <input type="checkbox"/> <input type="checkbox"/> Rude/unpleasant/impatient people; verbal abuse |
| | <input type="checkbox"/> Other please specify: |

Working Conditions Part 2: Hazards

Potential exposure to risks associated with:

- | | | | | | |
|--------------------------|-------------------------------------|--|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Working with tools or equipment or performing tasks that require the use of protective measures/devices and/or specific health and safety training | <input type="checkbox"/> | <input type="checkbox"/> | Providing direct services in locations where public access is not restricted; aggressive/assertive behaviour may occur |
| <input type="checkbox"/> | <input type="checkbox"/> | Slippery surfaces | <input type="checkbox"/> | <input type="checkbox"/> | Noxious fumes/odours/toxic chemicals |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Moving or lifting equipment or materials | <input type="checkbox"/> | Other please specify: | |

Final Comments:

Interested candidates may apply to Naomi Ierullo at nierullo@schulich.yorku.ca before October 2, 2018 at 5pm, with a cover letter, writing sample and resume.