

Federal Work-Study – Office of College Development/NCC Foundation

Position Summary

The Federal Work-Study Student Aide will provide administrative and clerical support to the college's Fundraising/Development Department. This position offers students an opportunity to gain professional experience in fundraising, donor relations, communications, office administration, and higher education advancement.

The ideal candidate is dependable, professional, organized, and comfortable interacting with students, faculty, staff, alumni, donors, and visitors.

Essential Duties and Responsibilities

- Provide **reception services**, including greeting and directing visitors to the appropriate staff member or department.
- **Answer incoming telephone calls**, take accurate messages, and direct calls to the appropriate office or staff member.
- Respond to general inquiries in a courteous and professional manner.
- Assist with general office duties, including filing, photocopying, scanning, printing, and organizing documents.
- Assist with data entry and maintaining accurate departmental records and files.
- Help prepare correspondence, thank-you letters, mailings, invitations, and other fundraising-related materials.
- Assist with assembling and distributing donor, alumni, and fundraising mailings.
- Provide support for fundraising events, including preparing materials, organizing supplies, registering guests, and assisting with event logistics.
- Assist with maintaining donor and alumni information in departmental databases and spreadsheets, as directed.
- Help organize and update contact lists, mailing lists, and other departmental records.
- Assist staff with research related to alumni, donors, prospective donors, and fundraising initiatives.
- Help prepare informational packets, presentations, name tags, signage, and other materials for meetings and events.
- Assist with special projects assigned by members of the Fundraising/Development team.
- Monitor and organize office supplies and request replenishment when necessary.
- Handle confidential information appropriately and maintain professionalism when working with donor and alumni records.
- Perform other related duties as assigned.

Qualifications

- Currently enrolled as a student at the college and eligible for the **Federal Work-Study Program**.
- Strong organizational and time-management skills.
- Professional and courteous communication skills.
- Ability to interact appropriately with visitors, faculty, staff, alumni, and donors.
- Basic computer skills, including familiarity with Microsoft Office or Google Workspace.
- Ability to maintain confidentiality and exercise good judgment.
- Dependable, punctual, and able to work independently.
- Previous office, customer service, reception, or administrative experience is helpful but not required.

Work Environment

This position is primarily an office-based role within the Fundraising/Development Department. The student may occasionally assist with events or activities outside of the department's regular office environment.

Learning Opportunities

Through this position, the student will gain practical experience in:

- Fundraising and advancement operations
- Donor and alumni relations
- Professional office administration
- Customer service and reception
- Written and verbal communication
- Event planning and support
- Data entry and records management
- Professional workplace etiquette
- Confidentiality and handling of sensitive information

Please contact Mrs. Nicole Washington at 516-572-0670 or via email at nicole.quick@ncc.edu if you are interested in working at the NCC Foundation.