**Development Assistant Standard Job Description**

**Classification Title:** Development Assistant

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Development Assistant, under general supervision, assists with donations made to the University.

**Essential Duties and Responsibilities:**

**40% Data Entry and Record Maintenance**

* Operates data entry, receipts, and records.
* Works with Information Technology to maintain the integrity of databases and upload information.
* Maintains advancement records including gift accounts, biographical records, and donor relations.
* Develops, implements, and coordinates policies and procedures for the maintenance of development records.
* Produces lists and reports for Development Officers.

**20% Payment Processing and Financial Reconciliation**

* Completes payment transactions. Receives cash, checks, or credit cards for the payment of bills, purchases, services, or admission to events.
* Balances payments against receipts. Prepares and reconciles daily sales/payment received reports.

**10% Supervision and Training**

* Trains and supervises users on data entry and gift processing. Provides security of database by limiting access to certain modules based on user’s needs.
* Oversees student callers.

**10% Special Projects and Fundraising Support**

* Assists with Development special projects and fundraisers.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in direct database management, bookkeeping, and creating correspondence.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Effective verbal and written communication skills.
* Ability to work with sensitive information and maintain confidentiality.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**