Prospect Research Assistant
Advancement Services   Donor Research

Duties/Responsibilities:
Oxy's Prospect Management and Research team, housed within Institutional Advancement (IA), is seeking a Prospect Research Assistant for summer 2024. The assistant will play an important role in helping the College raise funds that make the Oxy experience possible. Duties will include:

- Conducting research that aids in the identification of prospects who may have the ability and inclination to make significant gifts to the College
- Helping maintain up-to-date prospect information in IA's database
- Drafting and editing research memos and prospect profiles
- Analyzing and summarizing information uncovered through review of College files and research
- Basic office tasks such as printing, filing, and organizing as needed

You do not have to live on campus this summer in order to apply, nor does this position offer housing. We are looking for an assistant who can work at least 28 hours weekly. Flexible schedule within the parameters of standard business hours (8:30am to 5pm).

Qualifications:
Demonstrate ability to work with highly confidential information; accuracy and attention to detail; ability to work independently on projects; strong organizational and communication skills; strong computer skills and comfort with lear g0 W*nBT/F852F8 12 Tf1 hg(w)5(i(0 i73m-o(is)- TFC0.000009)2 0 6