



DATE ISSUED: 06/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant, Data Systems & Research

JOB SUMMARY

Reports to the Manager, Data Systems & Research, this position supports primary advancement services functions by assisting with the operation of the unit's major data systems and databases and the development of research reports, profiles and dossiers of major gift prospects. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Data Systems & Research

Supervises: No supervisory duties

ESSENTIAL DUTIES - May include, but not limited to the following:

- Supports University Advancement hosted systems functions; data entry, reporting, data integrity checks.
- Performs prospect research at the direction of management to support the Vice President and other development professionals.
- Assists with batch data transfer for the constituent database; new graduates, address, email, and phone charges.
- Updates individual constituent records.
- Supports unit-wide projects and priorities; events mailings, board meetings, etc.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required

EXPERIENCE

Two years job-related work in an office setting within higher education or related field.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge preparing research reports.
- Practical knowledge in entering data for use in report software, spreadsheets, graphs, and flow charts.
- Knowledge of standard office software packages and office practices and methods.
- Strong communication skills-orally, by phone, in person, and in writing.
- Excellent analytical, mathematical, and creative problem-solving skills.
- Ability to maintain high degree of confidentiality.
- Ability to establish and maintain effective working relationships with students, faculty, staff, and the public.
- Strong customer service orientation.
- Ability to learn software packages purchased to support advancement services.
- Research skills using on-line sources.
- Ability to use office equipment and personal computer including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.