

STUDENT RESEARCH ASSISTANT Job Description

Work in the University Advancement Division focuses on individuals who are current and prospective donors to Rider University. The Student Research Assistant is an important part of the University Advancement staff and will be given many opportunities to develop professionally in the following areas:

1. **Computer Skills**-databases, research, word processing, and spreadsheets
2. **Writing Skills**-the staff will help hone skills in this area
3. **Interpersonal Skills**-a team environment in an office setting
4. **Research Skills**-using the web, proprietary databases, paper files, and other library resources
5. **Project Management**-the opportunity to take ownership of projects
6. **Professional Skills**-the opportunity to work with professionals and develop the ability to manage professional responsibilities and relationships

Initially the Student Research Assistant will be asked to perform beginner level work, and will assume responsibilities at the advanced level as quickly as possible.

This position reports to Amy Bridge, Director of Donor Research and Relationship Management and is located on the first floor of Moore Library.

Responsibilities:

- Conduct inquiries and research using Raiser's Edge, Library resources, LexisNexis, and Research Point
- Identify new possible relationships using internal and external resources
- Input data into Raiser's Edge and create preliminary research profiles
- Coordinate with Director of Donor Research and Relationship Management to manage ongoing research projects
- Learn and understand University Advancement's role in helping Rider fulfill its mission
- Cooperate with other University Advancement staff members on information maintenance, file conversion and other research projects
- Protect the confidentiality of all research records
- Assist University Advancement with department events as time permits

A qualified candidate should possess:

- Strong attention to detail
- Strong writing skills - a writing sample may be requested
- Previous experience working in a database
- Knowledge of MS Office applications