GPSC Development Administrator

**Position Title:** Development Administrator  
**Department:** Dean of Students Office  
**College/Division:** Graduate and Professional Student Council

**Job Start Date:** July 1, 2016  
**Job End Date:** June 30, 2017

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President and Program Coordinator. The Administrator will assist the GPSC in developing a strategic donor-based fundraising program by organizing and executing financially successful fundraising events and by identifying donors and potential donors.

**Work Schedule:** Part Time  
**Number of Hours per Week:** 2-7. The administrator must be available 2 hours every two weeks to attend standard meetings; additional work hours are flexible.

**Application Requirements:** Position limited to current UA graduate and professional students who are registered/enrolled in Fall 2016 classes

**Compensation:** $15.00/hr (paid up to $4,000 per fiscal year); stipend/award paid at the end of each academic semester (twice per year) by GPSC through Bursar’s (reflected in UAccess); no benefits or tuition reimbursement.

**Minimum Deliverables:** Assemble database of current and potential donors, partner with GPSC Events Director to organize any fundraising events

**Duties and Responsibilities:** The GPSC seeks a friendly, service-oriented graduate and/or professional student in good academic standing to develop the fundraising efforts of GPSC.

The Development Administrator will work with university resources, current and yet to be identified, and GPSC staff to raise funds for GPSC. This process may include reaching out to and networking with alumni and other potential donors, and identifying other funding sources that may be available. If applicable, the Development Administrator will also partner with the GPSC Events Director to plan any fundraising events throughout the year.

**Minimum Qualifications**
- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Strong written and verbal communication skills
- Excellence in personal interactions with staff and volunteers at all levels of the organization
- Ability to resolve problems quickly and accurately, determining appropriate courses of action
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

**Preferred Qualifications**
- Experience with fundraising
- Previous administrative/budgetary experience
- Demonstrated success with student advocacy
- Event planning experience
- Previous professional experience
- Knowledge of the University, Tucson and Arizona communities