**Data Consultant-University Advancement**

Data Consultants for University Advancement conduct research and evaluate data on EWU alumni and donors to support the Eastern Washington University Foundation. This position offers educational benefits and experience including the opportunity to become proficient in data entry and database navigation, the opportunity to develop skills related to data research and evaluation, the opportunity to fine tune critical thinking and problem solving, the opportunity to utilize multiple information sources, and the opportunity to have experience in working a financially focused office environment.

Advancement Data Consultants are employees in the Office of University Advancement at Eastern Washington University (EWU) who work under the limited supervision of Advancement Staff. Duties may include, but are not limited to:

* Evaluating and Researching alumni and donor data
* Updating Advancement databases with current contact, biographical and research information
* Verifying deceased alumni and donors through multiple online sources
* Creating and maintaining records for alumni, donors, and companies
* Identifying and linking company matching gift information
* Assisting with vault requests of historic alumni information from the registrar's archives
* Performing occasional clerical tasks to include filing, documentation, and mailings
* May assist in training peers
* Other duties as assigned

This position will report to Mark Baker or other Advancement Services Staff in University Advancement.

This position will work between 15 and 19 hours per week Monday through Friday. Potential to work 29 hours per week during breaks.

**Required Qualifications:**

Applicants must be detail oriented.

Applicants must be able to maintain confidentiality.

Applicants must be able to stay focused and productive while maintaining accuracy.

Ability to identify and verify information through multiple online sources.

Familiarity with internet navigation, MS Word and Excel.

Applicants must have excellent customer service and people skills.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in person, or electronic communications.

Applicants must have excellent time management and teamwork skills with the ability to work collaboratively on shared projects and the ability to work independently with limited supervision.

Applicants must have demonstrated administrative skills.

**Preferred Qualifications:**

Familiarity with Advancement operations and Millennium data maintenance.

Familiarity with Photoshop

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**