



Summer Student Employment Posting

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| Department | Advancement |
| Job Title | Donor Relations & Events Assistant |
| Vacancies | 1 |
| Pay Rate | \$17.20 per hour |
| Job Start Date | May 5, 2025 |
| Job End Date | August 29, 2025 |
| Program Related Deadline | |
| Days | |
| Hours | As scheduled to a maximum of 35 hours |

- Qualifications:**
- Must be a full-time post-secondary student at Confederation College in the 2024-2025 academic year (minimum – attending entire winter 2025 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability.
 - Must be returning to Confederation College as a full-time post-secondary student in September 2025
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada.
 - If domestic, must be approved for OSAP, or complete the [needs score spreadsheet](#) to demonstrate a financial need
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;

Duties: The student will take part in a number of tasks to assist the Advancement Department. Duties and responsibilities will include but are not limited to:

- Assist with the planning and implementation of events including Convocation, Presidents Farewell, and Alumni events;
- Provide admin support to the Alumni Relations Manager for PERKS administration.
- Assist with donor stewardship activities including making thank you videos, using ThankView;
- Data entry and updating of prospect and donor records in Raisers Edge database;
- Completing queries and reports on donors from database (Raisers Edge);
- Research alumni profiles for award nominations and news articles in LiveAlumni;
- Maintain office and event supplies inventory;
- Clean and organize storage space;
- Contact local businesses for PERKS partnership opportunities;

- Other duties as assigned

**Health & Safety
Considerations:**

- Work in compliance with the Occupational Health and Safety Act
- Carrying signage, pull up displays and other event pieces (5-20 lbs each);
- Lifting no more than 35 lbs - boxes of print material, supplies in storage room, miscellaneous; and
- Office Ergonomics (sitting, possible eye strain, possible neck strain).