

Job Posting Date: January 26th, 2018

Application Review Date: February 16th, 2018

Job Title: Development Assistant

Location: Mayville State University, Mayville, ND

Compensation: Dependent on experience
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: Mayville State University welcomes applicants for a full-time Development Assistant. The primary duties for this position will include: maintenance of the donor database, donor event support, scholarship agreement tracking, report preparation, correspondence facilitation and other administrative tasks. Position may require occasional evening and weekend work.

Minimum qualifications:

- High School Diploma or GED
- Basic knowledge in accounting
- Experience working with computers & various office equipment
- Excellent written, oral and interpersonal communication skills
- Experience in Microsoft Office Suite

Preferred qualifications:

- 1 or more years of college course work in a business related field
- Experience working in a non-profit setting
- Previous experience in a service oriented area
- Experience in event planning
- Experience in DonorPerfect
- Knowledge of Fund Accounting
- Experience with Graphic Design/Social Media

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume/CV
4. The names of 3 professional references with each person's position, e-mail address, and telephone number

Send application materials to: Sarah Gasevic, HR Director, 330 3rd Street NE, Mayville, ND 58257 or email to sarah.gasevic@mayvillestate.edu

Application Review will begin February 16th, 2018.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>