To apply:
1. Read the job description carefully. 2. Fill out the form below and save to your desktop. 3. Send an email to studentapp@library.umass.edu **with the name of the position in the subject line** and **your application (and any supporting documents) attached. Mac users should not use Preview to complete the application, please use Adobe Reader.**

Library Donor Relations Assistant

Libraries donors are partners in helping the library realize its goals of continually renewing and reimagining learning spaces, expanding resources, and implementing programs that support students. The Library Donor Relations Assistant helps efforts to engage donors through meaningful acknowledgement of their gifts, staffing relevant events, and creative communication.

EXAMPLES OF DUTIES:

1. Gift Acknowledgement: Using data from the donor database, interact personally with donors through emails, handwritten thankyou, and digital acknowledgements of gifts;
2. Provides hands-on assistance for donor engagement events such as set-up, welcoming guests, and breakdown;
3. Provides support related to the electronic thesis and dissertation project, communicating directly with alumni to provide link to their digitized works;
4. Serve as social media ambassador/influencer for the Libraries' relevant fundraising campaigns
5. General office help (organizing/filing), maintaining lists, etc.
6. Other duties as assigned

C. MINIMUM QUALIFICATIONS: (Minimum required level of education; required licenses; years and nature of related experience; unique requirements related to physical ability, travel, working evenings and weekends, etc.)

1. Minimum of one year experience working for a non-profit, miracle network, or sorority/fraternity fundraising
2. Excellent organizational, interpersonal, verbal and written communication skills
3. Handle personal information with extreme confidentiality
4. Experience with spreadsheets, word processing, electronic calendars, and central data systems
5. Excellent interpersonal skills including tact, diplomacy, enthusiasm, and confidence.
6. Ability to take initiative, work independently, follow through and meet deadlines

Pay rate: $12.25/hr

Student Information Sheet
UMass Amherst Libraries

Date _____ Spire #: _____

Name (Last) _____ (First) _____ (M.I.) _____

Local Address _____

Phone _____ Email _____

Class of 20____ Major _____

Do you have a work-study award? ☐ YES ☐ NO

Have you worked on campus before? ☐ YES ☐ NO

Have you worked for the Libraries before? ☐ YES ☐ NO

Will you have another job on campus during this semester? ☐ YES ☐ NO

      If yes, in which department is your other job? _____

Check all that apply:

☐ Undergraduate Student
☐ Graduate Student

Resident Status:
☐ U.S. Citizen
☐ F1
☐ J1
☐ Resident Alien

Availability (Please list the hours you are available):

	Overnight (12 midnight-8 a.m.)	Morning (8 a.m.-12 noon)	Afternoon (12 noon-5 p.m.)	Evening (5 p.m.-12 midnight)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Employment Record: List last job held. (Optional: Attach resume)

Company/Organization _____ Dates of Employment _____

Supervisor's Name _____ May we contact? ☐ YES ☐ NO

Job Duties:

For Library Supervisor to fill out:

Employment Period	Start Date	Library Department	Pay Grade	Pay Rate	Hours Per Week	Supervisor's Signature
☐ Academic Year ☐ Summer			☐ A ☐ B ☐ C ☐ D			

For Library HR:

Employee ID _____ Rec #: _____ W/S: ☐ YES ☐ NO